

# PIEDMONT VIRGINIA COMMUNITY COLLEGE

## I – ACADEMIC AFFAIRS POLICIES

### I – 5.0 ADMINISTRATIVE WITHDRAWAL

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Policy #:	I – 5.0
Effective:	June 2007
Revised:	
Responsible Dept.:	VPISS

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#### Purpose

To facilitate students' successful completion of course learning outcomes.

#### Policy

Students who have not attended class by the end of the course add/drop period must be administratively withdrawn from the course.

Per the directions for roster clean-up, faculty must make sure that students enrolled in your course are attending and students attending your course are enrolled. In other words, **the names on your roster and the students attending must be an exact match.**

#### Procedure

1. To administratively withdraw (drop) a student that is NOT ATTENDING AND IS ON THE CLASS ROSTER, complete a drop/add form. Please note, the student's name, EMPLID, class number, and your signature are required to process this form.
2. Drop/add forms are available during normal business hours from Admissions and Records, your division office, 'forms central' on the college website, or request this form by emailing [admissions@pvcc.edu](mailto:admissions@pvcc.edu). The form must be submitted to the Admissions and Records Office by midnight of the drop with refund date for the course.
3. It is the student's responsibility to drop a course after the add/drop period of a course through 60% of the course. Administratively withdrawing a student after the add/drop period is at the discretion of the faculty member. However, the faculty must record all absences for the entire semester.
4. If the student is still on your roster after the withdrawal date (60% date of the course) and is not attending class a grade of "F" must be assigned at the end of the semester. The only exception is a mitigating circumstance. In that event, you need to follow the procedures outlined for mitigating circumstances and turn the form in to the Admissions and Records Office at the time grades are to be submitted for the semester.