

# Administrative Drop/Withdrawal Policy

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<b>POLICY:</b> Administrative Drop/Withdrawal			
<b>POLICY NUMBER:</b>	700.15	<b>CUSTODIAN:</b>	Academic Dean
<b>APV'D DATE:</b>	8/11/2020	<b>REVIEW DATE:</b>	August 2020
<b>EFFECTIVE DATE:</b>	8/11/2020		
<b>REFERENCES:</b> Financial Aid Policy			

## Part 1. Policy Background and Purpose

The purpose of this policy is to outline the way courses may be changed for a student by either dropping a course or withdrawing from a course.

## Part 2. Definitions

**Administrative Drop:** An administrative drop is the action by WETCC to remove a student from a class for a specified reason, prior to the add/drop date.

**Administrative Withdrawal:** An administrative withdrawal is the action by WETCC to withdraw a student from a class or classes after the add/drop date based on a specified reason.

**Complete Withdrawal:** A total withdrawal from all classes.

**Withdrawal is a drop with record:** A grade of "W" will be recorded on the student's transcript for all courses dropped after the designated Add/Drop date on the calendar. Specific dates are listed in the academic calendar located at URL [www.wetcc.edu/academic-calendar.html](http://www.wetcc.edu/academic-calendar.html).

## Part 3. Responsibility

The student is responsible to notify the Registrar of changes prior to add/drop date specified on the Academic Calendar and must be processed on or before the 10<sup>th</sup> business calendar day of the semester

Faculty are responsible to enter student attendance into the student management system.

The Librarian/Student Success Coach is responsible to monitor student attendance on a weekly basis.

The Librarian/Student Success Coach is responsible to notify Registrar of any concerns with attendance or non-compliance with policies and procedures.

Registrar is responsible to determine student status changes and process the appropriate notifications.

Registrar is responsible to notify the Financial Aid Office, the Associate Dean of Student Services, and the Academic Dean of all drops and withdrawals on a weekly basis.

Academic Dean is responsible to notify faculty of all drops and withdrawals on a weekly basis.

The Financial Aid Coordinator is responsible to calculate the earned and unearned portions of financial aid in accordance with appropriate regulations.

The Associate Dean of Student Services is responsible to oversee the department and ensure compliance with these policies, procedures and any external regulatory agencies.

Students assume financial responsibility for expenses incurred with tuition, fees, and books.

Finance Department is responsible for billing and placing hold on student account if an outstanding bill exists.

#### **Part 4. Policy**

White Earth Tribal and Community College (WETCC) reserves the right to administratively drop or withdraw a student from enrolled courses in order to limit the academic consequences for the student and the financial liability of the student and institution based on the attendance submitted by faculty.

#### **Administrative Drop or Withdrawal:**

- Administrative Drop occurs prior to the specified add/drop date.
- An Administrative Drop or Withdrawal occurs when a student has missed two consecutive class periods or 6 consecutive hours of a class, whichever occurs first in any registered course.
- Immunization records are not complete.