



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Administrative Drop/Withdraw
Procedure Number: 07-2004-0008
Board Policy Reference: I.B.

Accountable Administrator: Vice President Student Affairs
Position responsible for updating: Director of Enrollment Services / Registrar
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Purpose/Principle/Definitions:

To describe guidelines by which a student will or can be administratively dropped from their classes and circumstances under which the College may administratively drop a student. Administrative drops will be administered by the Registrar's Office in partnership with the Business Office and the Office of Instruction to better manage classroom enrollments, to retain students, and to eliminate unnecessary billing and collection of student tuition and fees. This process is to be followed at all BMCC locations.

Definitions:

Drop: The process of removing one's name from the class roster. This process results in a full refund or no charge for the course. In addition, there is no record of the course on the student's unofficial or official transcript.

Withdrawal: The process of removing the student from the course after the refund period. Withdrawing from a course results in an attendance indicator on the student's unofficial and official transcript as a "W" and is considered an "attempt" but is not calculated in the student's GPA.

Guidelines:

Drop for Non-Attendance

Criteria:

- Student has not attended or participated in the course prior to Friday of the first week of the term. For courses that are less than a full term in length, criteria will be stated in the course syllabus.

Instructors:

- 1) Utilize class rosters during the first week of the term to determine attendance/participation in the course. Students in attendance or participating but not on the roster as an enrolled or waitlisted student should be directed to register for the course on or prior to the last day to register online.
- 2) Students that have not attended/participated during the first week of the term are to be noted on the LMS course roster. The roster is to be emailed by the instructor to studentrecords@bluecc.edu for processing by 5 p.m. on Friday of the first week of the term. Summer term rosters are to be submitted by 5 p.m. on Thursday of the first week of the term.

Instructors should only report on students who need to be dropped for non-attendance/participation. Exception: The instructor is not required to report on a student if the student has contacted the instructor or the instructor has been notified by a college staff member of the students intended future attendance/participation in their course.

Registrar's Office

- Process LMS rosters
- Notify students of status in course and reason for drop

Administrative Drop: Other

This process allows the VP, Instruction, VP of Student Affairs, or the Registrar to approve an administrative drop for reasons other than non-attendance/participation in a course. In most cases, this option is selected prior to the end of the 4th week of the term.

Criteria:

- Code of Conduct violation
- Leave of absence for medical reasons
- Incarceration
- Military: call to active duty during the term the student is currently enrolled
- Peace Corp work
- Death of family member

The Registrar's Office will process the administrative drop and will notify the student of their status in the course/s to include the reason for the administrative drop.

Administrative Withdraw

This process allows the VP, Instruction, VP of Student Affairs, or the Registrar to approve an administrative withdraw for reasons other than non-attendance/participation in a course. In most cases, this option is selected after the end of the 4th week of the term.

Criteria:

- Code of Conduct violation
- Leave of absence for medical reasons
- Incarceration
- Military: call to active duty during the term the student is currently enrolled
- Peace Corp work
- Death of family member

The Registrar's Office will process the administrative withdraw and will notify the student of their status in the course/s to include the reason for the administrative withdraw.