

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2300 Student Attendance	
Title: SR 2310 Drop/Withdrawal Procedures	Page 1 of 6
Primary Policy: IP 6310 Classroom Attendance	
Associated Policy: GAP 1101 Debts to College	
Associated Regulations: IR 6310 Classroom Attendance; SR 2610 Student Code of Conduct	
References: Title IV Funds; Federal Student Aid Handbook	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 05-20-2020

Three Rivers College students may drop any class or withdraw from the College by dropping all classes. Courses dropped/withdrawn during the 100% refund period will not be recorded on the student's transcript. Courses dropped/withdrawn after the 100% refund date will be recorded on the student's transcript with a "W" grade. Students should meet with their advisor when considering dropping a class or withdrawing from the College. Students should also consult his/her instructor before dropping or withdrawing from courses to determine if the "W" grade can be prevented through alternative actions.

Dropping a Class

It is important to note that no faculty member can deny a student the right to drop from a course as long as the student attempts to drop during the period of the semester when dropping a course or withdrawal from College is permitted. A student should consult the academic calendar for specific dates and deadlines. When students do not attend class, the attendance regulation IR 6310 will be followed. Students who do not officially drop or are not administratively dropped from the class will receive a grade of "F".

Withdrawal from Three Rivers College

A student who must withdraw from all classes at the College may do so prior to the date published in the Academic Calendar. A student should consult the Academic Calendar for specific deadlines. A student who withdraws from classes will be assigned a "W" Grade in all courses.

Official withdrawal forms are available at all Three Rivers College advising/registration offices. Students should refer to Satisfactory Academic Progress Standards in the College catalog. Regulations for Title IV Federal Financial Aid require students and the College to return funds to the respective sources of financial assistance for students who do not complete a minimum of sixty percent (60%) of a term. Faculty members are required to document a student's last date of attendance or participation in an academically-related activity. For more information related to attendance, please refer to College Instruction Regulation and Policy 6310 Classroom Attendance.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2300 Student Attendance	
Title: SR 2310 Drop/Withdrawal Procedures	Page 2 of 6
Primary Policy: IP 6310 Classroom Attendance	
Associated Policy: GAP 1101 Debts to College	
Associated Regulations: IR 6310 Classroom Attendance; SR 2610 Student Code of Conduct	
References: Title IV Funds; Federal Student Aid Handbook	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 05-20-2020

Administrative Drop or Withdrawal for Non-attendance

Face-to-Face Courses: Students will be administratively dropped or withdrawn from a face-to-face course if they have not physically attended or actively participated for a period two (2) consecutive weeks for a regular semester course and the equivalent of two (2) weeks for courses following an abbreviated schedule.

Online Courses: Students are required to actively participate in online courses at least weekly. Participation in an online course may include engaging in a discussion board; submitting an assignment; participation in an online classroom blog; and may include other course related activities as designated in the course syllabi. The instructor makes the determination if the student is actively participating and making acceptable academic progress in an online course by weekly engagement activities. Informing an instructor of non-participation does not constitute an excused absence. All absences, unexcused or excused, are used to determine consecutive absences.

Students will be administratively dropped or withdrawn from an online course if they have not actively participated for two (2) consecutive weeks for an online course scheduled for the length of a normal semester or the equivalent for online courses following an abbreviated schedule.
Procedure:

- a. Report generated of student who have not attended for 2 consecutive weeks.
- b. Drop or withdraw students from classes that have been missed for 2 consecutive weeks
- c. Remove the student from Blackboard course
- d. Student is notified of drop or withdrawal
- e. Student may contact the instructor for reinstatement within 7 days

Withdrawal for Registration in Violation of College Regulations

The following circumstances will result in a student being administratively withdrawn from all courses:

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2300 Student Attendance	
Title: SR 2310 Drop/Withdrawal Procedures	Page 3 of 6
Primary Policy: IP 6310 Classroom Attendance	
Associated Policy: GAP 1101 Debts to College	
Associated Regulations: IR 6310 Classroom Attendance; SR 2610 Student Code of Conduct	
References: Title IV Funds; Federal Student Aid Handbook	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 05-20-2020

- 1) Academic Suspension- When a student fails to meet satisfactory academic progress at the end of their warning period, they will be placed on Academic Suspension. Procedure:
 - a. Report generated of students who fail to meet satisfactory progress.
 - b. Student is notified through email of suspension
 - c. Student may pursue academic override request
 - d. Students who do not submit the academic override request or denied of their request are withdrawn from all courses in the subsequent term and are ineligible to enroll for one semester.
 - e. Student is notified of withdrawal via email
 - f. Student may appeal decision

- 2) 2nd Failure of the course ACAD 101 – Academic Life Strategies, student is placed on suspension. Procedure:
 - a. Report generated of students who failed ACAD 101 for the second time.
 - b. Student is notified through email of suspension and withdrawal of classes.
 - c. Student may appeal decision

- 3) Forgery, fraud, or falsification of information on any official College form or document, such as a grade report, recommendations, transcripts, application etc. Procedure:
 - a. Office of Student Services is notified that information is incorrect.
 - b. The inaccurate information is investigated.
 - c. Student is called for consultation.
 - d. Information presented to Chief Academic Officer and Chief Student Services Officer and decision is made.
 - e. If information is determined falsified, student will be administratively withdrawn from classes and a hold placed on their account.
 - f. Student may appeal within 7 days.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2300 Student Attendance	
Title: SR 2310 Drop/Withdrawal Procedures	Page 4 of 6
Primary Policy: IP 6310 Classroom Attendance	
Associated Policy: GAP 1101 Debts to College	
Associated Regulations: IR 6310 Classroom Attendance; SR 2610 Student Code of Conduct	
References: Title IV Funds; Federal Student Aid Handbook	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 05-20-2020

Withdrawal for Failure to Pay College Tuition and Fees by Due Date

Students who fail to pay, make payment arrangements, or secure financial aid for tuition and fees by the due dates outlined each term by the Three Rivers College Office of Student Accounts may be administratively withdrawn from all courses. Procedure:

- a. Report generated to detail students with balance due for upcoming term.
- b. Students will be evaluated by Office of Student Accounts, Office of Financial Aid, and Office of Enrollment Services on a case by case basis to determine conditions of a likelihood of outstanding balance, i.e. Loan default, unusual enrollment history, lack of financial aid, previous balance, academic or financial suspension, etc.
- c. Students are contacted of pending removal unless payment arrangements are made.
- d. Final approval to remove students from courses provided by Chief Financial Officer and Chief Academic Officer.
- e. Students are removed from all courses upon approval.
- f. Students are contacted via email to notify them of their removal from courses.

Withdrawal for Disciplinary suspension for remainder of academic term or longer

Students are expected to adhere to the Student Code of Conduct as outlined in College regulation SR2610. Failure to comply with the Student Code of Conduct will result in disciplinary proceedings. Sanctions violations of the Student Code of Conduct may include administrative withdrawal. Procedure:

- a. Student would have been processed through SR 2620 Disciplinary Proceedings process.
- b. Student may appeal decision within 7 days.

Withdrawal for Severe psychological, health problems, death, and/or incarceration such that the student cannot be permitted to continue attendance

On a case by case basis, when the College receives documentation of a student's incarceration, death, extended hospital admittance, and/or mental health facility admittance the Chief

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2300 Student Attendance	
Title: SR 2310 Drop/Withdrawal Procedures	Page 5 of 6
Primary Policy: IP 6310 Classroom Attendance	
Associated Policy: GAP 1101 Debts to College	
Associated Regulations: IR 6310 Classroom Attendance; SR 2610 Student Code of Conduct	
References: Title IV Funds; Federal Student Aid Handbook	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 05-20-2020

Academic Officer and the Chief of Student Services Officer may request an administrative withdrawal on the student's behalf. Procedure:

- a. Chief Student Services Officer is notified by student, relative or friend of student about situation the student is in.
- b. Information is investigated. Safety Resource Officer may be contacted to help with investigation.
- c. Information from investigation will be presented to Chief Academic Officer and Chief Student Services Officer for decision and recommendation.
- d. If student is withdrawn from classes, a hold will be put on the student's account.
- e. Student may appeal the decision within 7 days.

Debts Owed to the College

Students are obligated to continue to pay the established tuition and fees and any debts owed to the College under circumstances where a student is withdrawn or chooses to withdraw from class(es) after the published 100% credit dates. Appropriate due dates for debts to the College will be set and adhered to for all individuals doing business with Three Rivers College. All debts not paid by the published due dates will be considered past due. Please refer to College policy GAP1101 Debts to College.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2300 Student Attendance	
Title: SR 2310 Drop/Withdrawal Procedures	Page 6 of 6
Primary Policy: IP 6310 Classroom Attendance	
Associated Policy: GAP 1101 Debts to College	
Associated Regulations: IR 6310 Classroom Attendance; SR 2610 Student Code of Conduct	
References: Title IV Funds; Federal Student Aid Handbook	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 05-20-2020

DOCUMENT HISTORY:

- 05-18-2016:** Initial approval of regulation SR 2310 Withdrawal Procedures.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 05-20-2020:** Revision of operational procedures that align with College operations.