

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2300 Student Attendance	
Title: SR 2310 Drop/Withdrawal Procedures	Page 1 of 8
Primary Policy: IP 6310 Classroom Attendance	
Associated Policies: GAP 1101 Debts to College; IP 6510 Distance Learning	
Associated Regulations: IR 6310 Classroom Attendance; SR 2760 Financial Aid Satisfactory Progress; SR 2610 Student Code of Conduct; SR 2750 Return of Title IV Information; SR 2620 Disciplinary Proceedings; IR 6510 Online Learning	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 600.2, 688.24	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 11-15-2023

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 Courses dropped/withdrawn during the 100% refund period will not be recorded on the student’s transcript. Courses dropped/withdrawn after the 100% refund date will be recorded on the student’s transcript with a “W” grade.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 their instructor before dropping or withdrawing from courses to determine if the “W” grade can be prevented through alternative actions.

In keeping with Federal Regulations governing Title IV Federal Financial Aid programs, the College adheres to strict guidelines for student classroom attendance and engagement. Any student who misses two (2) consecutive weeks of class during a regular 16-week semester, or the equivalent proportion of class time during a shorter session, and those absences do not meet the excused absence criteria as stated in College regulation IR 6310 Classroom Attendance, shall be administratively dropped from the class by the institution. The equivalent class time applied for any student who misses more than two (2) hours of class for each credit hour (i.e. six hours of class time for a three-credit-hour class) during the semester shall be dropped from that class if in the opinion of the instructor the student does not have opportunity to succeed in the class.

College policy and regulation IP and IR 6310 Classroom Attendance will be followed to record attendance as aligns with 34 CFR 600.2. When students quit attending but do not officially drop or are not administratively dropped from the class, they will receive a grade of “F”. Specific classroom attendance and engagement requirements shall be listed in the instructor’s course syllabus.

Dropping a Class

A student has the right to drop a course at any time prior to the 75% date of the course. During the 100% refund period, students who drop a course will be disenrolled from the course and no record of the course will be transcribed. Students who drop a course after the 100% refund

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period will have a “W” for the course shown on the transcript. Students should consult the Academic Calendar for specific deadlines. After the “Last Day to Drop a Course” date listed in the Academic Calendar, a student cannot drop a single course, but may withdraw from all courses, unless granted permission for a late drop by the Chief Academic Officer. Students can drop a course through myTRCC or by contacting their advisor.

Withdrawal from Three Rivers College

Students may withdraw from all classes up to and including the last day of class. Students should consult the Academic Calendar for specific deadlines. Students can withdraw through myTRCC or by contacting their advisor.

Potential Impact on Financial Aid

The dropping of a course or the withdrawal from all courses may result in significant changes to a student’s federal financial aid award. Title IV Federal Financial Aid Regulations requires students to earn federal financial aid by attending classes through at least 60 percent of a course. If students quit attending or withdraw from all courses but have already received federal financial aid disbursement(s) for the semester, students could owe money back. For more information related to the financial aid impact of dropping a course or withdrawing from all classes, please refer to Satisfactory Academic Progress Standards in the College catalog and to SR 2750 Return of Title IV Information.

No-Show Process

Students shall be disenrolled from courses if they have not physically attended or academically engaged in an instructional activity related to the student’s course of study as provided under (34 CFR 600.2) and as further defined in IR 6310 Classroom Attendance by the no-show date in the Master Calendar. Students who are disenrolled during this process will have no record of the course on their transcript.

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Procedure:

- Report generated of students who have not attended by the no-show date.
- Reported students are disenrolled for the course.
- Student is removed from the Blackboard course shell.
- Student is notified of disenrollment via email from the Office of Registrar.
- Student may contact the instructor for reinstatement within 7 calendar days.
- Instructor must submit a reinstatement form within 48 hours, if approving the request.
- Instructor may request plan for academic progress if student is reinstated.
- Students may be limited to one reinstatement per course per semester.

Administrative Drop or Withdrawal for Non-attendance

Students may be administratively dropped from a course or withdrawn from all courses if they have not physically attended or actively participated for a period two (2) consecutive weeks and those absences do not meet the excused absence criteria defined in IR 6310 Classroom Attendance. A student can be administratively dropped if a student misses the equivalent of two weeks and does not have opportunity to succeed in the class, according to the instructor. Students will not be administratively dropped or withdrawn after the 75% date of the course.

Procedure:

- Report is generated of students who have not attended for 2 consecutive weeks.
- Students that have missed for 2 consecutive weeks are dropped or withdrawn.
- Student is removed from the Blackboard course shell.
- Student is notified of drop or withdrawal via email from the Office of the Registrar.
- Student may contact the instructor for reinstatement within 7 calendar days.
- Instructor must submit a reinstatement form within 48 hours, if approving the request.
- Instructor may request plan for academic progress if student is reinstated.

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- Students may be limited to one reinstatement for administrative attendance or no-show per course per semester.

Withdrawal for Registration in Violation of College Regulations

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

- 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:
 - Report generated of students who fail to meet satisfactory progress.
 - Student is notified through email of suspension via email from the Office of Registrar.
 - Student may submit an academic suspension override request.
 - Students who do not submit the academic suspension override request or are denied are disenrolled from all courses in the subsequent term.
 - Student is notified of disenrollment via email from the Office of Registrar.
 - Student is not eligible to enroll in classes for one semester.
 - Student may appeal as outlined in SP and SR 2140 Student Appeals.
- 2) 2nd Failure of the course ACAD 101 – Academic Life Strategies, student is placed on Academic Suspension
Procedure:
 - Report generated of students who failed ACAD 101 for the second time.
 - List of students is sent to the Office of the Registrar to assign the suspension status.
 - Student is notified through email of suspension via email from the Office of Registrar.
 - Student may submit an academic suspension override request.

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- Students who do not submit the academic suspension override request or are denied are disenrolled from all courses in the subsequent term.
- Student is notified of disenrollment via email from the Office of Registrar.
- Student is not eligible to enroll in classes for one semester.
- Student may appeal as outlined in SP and SR 2140 Student Appeals.

- 3) Forgery, fraud, or falsification of information on any official College form or document, such as a grade report, recommendations, transcripts, application etc. Procedure:
- Office of Student Services is notified that information is incorrect.
 - The inaccurate information is investigated.
 - Student is called for consultation.
 - Information presented to Chief Academic Officer and Chief Student Services Officer and decision is made.
 - If information is determined falsified, student may be administratively withdrawn from classes and a hold placed on their account.
 - Student may appeal as outlined in SP and SR 2140 Student Appeals.

Withdrawal for Failure to Pay College Tuition and Fees

Students who fail to pay, make payment arrangements, or secure financial aid for tuition and fees may be administratively withdrawn from all courses. Procedure:

- Report generated to detail students with balances due.
- 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.

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- Students are contacted by the Office of Student Accounts of pending removal unless payment arrangements are made.
- Final approval to withdraw students from courses provided by Chief Financial Officer and Chief Academic Officer.
- Students are withdrawn from all courses.
- Student is notified of withdrawal via email from the Office of Student Accounts.
- Student may appeal as outlined in SP and SR 2140 Student Appeals.

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 SR 2610 Student Code of Conduct. Failure to comply with the Student Code of Conduct will result in disciplinary proceedings. Sanctions for violations of the Student Code of Conduct may include administrative withdrawal. Procedure:

- Student would have been processed through SR 2620 Disciplinary Proceedings process.
- Student will be dropped or withdrawn when the Office of the Registrar is notified of the result of the disciplinary proceedings, as appropriate.

Withdrawal for Special Circumstance

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

- Chief Student Services Officer is notified by student, relative or friend of student about student's situation. In cases of the death of a student, SR 2420 Deceased Student shall be followed.

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- Information is investigated. Director of Public Safety may be contacted to assist with the investigation.
- Information from investigation will be presented to Chief Academic Officer and Chief Student Services Officer for decision and recommendation.
- If student is withdrawn from classes, a hold may be put on the student's account.
- Student may appeal as outlined in SP and SR 2140 Student Appeals.

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 GAP 1101 Debts to College.

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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.
- 11-15-2023:** Clarifications to align with Federal regulation 34 CFR 600.2.