

Pennsylvania College of Technology

Policy Statement

Title: Terminations, Drops and
Withdrawals

Number: P 4.31

Approved by:
Presidential Action

Approved Date: 04/1983

Implementation Date: 04/1983

Last Review Date: 11/2024

Last Revision Date: 11/2024

Persons/Departments Affected:

All Students

Responsible Department:

Academic Affairs

Definitions:

Termination – Involuntary discontinuance of enrollment in all classes resulting from violations of College policy.

Withdrawal – Voluntary or involuntary discontinuance of enrollment in all classes resulting from factors (e.g., personal choice, health issues, failure to attend classes) other than violations of College policy.

Policy:

- I. College-initiated or administrative termination
 - A. The College reserves the right to terminate enrollment of any student if, in the opinion of the College, further association is not in the best interest of the student or the College.
 - B. Administrative termination can occur for reasons including, but not limited to:
 - 1) Improper student conduct, as established in the Student Code of Conduct Procedure, [PR4.43](#).
 - 2) Academic dishonesty, as established in the Academic Dishonesty Complaint Procedure, [PR4.45](#).
- (For information related to academic suspension due to low GPA, see the Academic Probation, Suspension, and Renewal Policy and Procedure, [P4.27](#) and [PR4.27](#).)

- C. When the College terminates a student, the course(s) for which the student is currently registered will be assigned 'T' grade(s) on the official transcript.

II. Course drops – College-initiated

- A. A student will be dropped from a class, or even all classes, if they fail to attend as outlined below.
 - 1. No-show drop – Students who have never attended a class will be “no showed” from a class. No-show drops can be processed during the initial first three weeks or 20% period of the class offering. The student is responsible for 30% of the cost of the course. No grade is issued to the student. Withdrawal from the course(s) is communicated to the student by the Registrar’s Office.
 - 2. Attendance drop – Absentee drops for students can be processed only if attendance expectations are published in the syllabus. Attendance drops may be made between the 20% and 80% timeframe of the course. Students are issued 'W' grades and are responsible for 100% of the cost of the course. Withdrawal from the course(s) is communicated to the student by the Registrar’s Office.
 - 3. Developmental drop – In accordance with the Academic Preparedness and Remediation Policy, [P4.30](#), a student may be dropped from a developmental course, with an 'F' grade if the student has missed the equivalent of two or more weeks of class. A student dropped from a developmental course with an 'F' grade is responsible for 100% of the cost of the course.

III. Course drops – student-initiated

- A. A student may drop a course up to the 20% point of the class or semester with only the signatures of the student and the academic advisor. The dropped course will be deleted from the student’s schedule and will not appear on the official transcript.
- B. A student may drop a course from the 20% point through the 80% point of a semester for standard 16-week courses with the signatures of the student, academic advisor, and course instructor. Withdrawal from short-term classes will be adjusted accordingly. The withdrawn course will remain part of the student’s schedule and will appear on the official transcript with the assigned grade of 'W.'

- C. Dropping from a course after the 80% point of a course or semester requires the instructor's support and permission of the Assistant Dean of Academic Operations or designee.
- D. In accordance with the College's Academic Preparedness and Remediation Policy, [P4.30](#), and First Year Experience Policy, [P4.52](#), students cannot initiate a drop from designated courses without following the associated appeal processes.
- E. Refunds for dropped courses will be applied according to the College's Refund Policy, [P5.23](#).

IV. College-initiated withdrawals

- A. The College reserves the right to withdraw a student from the College at the end of the third week of the semester if the student has not scheduled or posted attendance in the current semester. Students will be required to submit an application for re-enrollment through Admissions to resume studies. (See also the Reenrollment Policy, [P4.33](#).)
- B. The College reserves the right to withdraw a student from all current courses, and also from the College, if, at the midterm point, the student has been issued all 'F' grades and has not attended a single class for the three-week period leading up to mid-terms. A student withdrawn from the College is responsible for 100% of the cost of all courses.
- C. The College reserves the right to withdraw a student from all current courses, and also from the College, if the student stops attending all courses for fourteen (14) consecutive calendar days. A student withdrawn from the College is responsible for 100% of the cost of all courses.
- D. Students with financial aid will be responsible for satisfying all requirements of loans, grants, and scholarships as outlined by the Financial Aid Office.

V. Student-initiated withdrawal from the College

- A. Students who decide to discontinue their enrollment at the College must initiate that action through the Registrar's Office as established in related Procedure [4.31](#).
- B. Students initiating withdrawals prior to or during the first 20% point of a semester will be responsible for 30% of their tuition and fees for courses offered in a standard 16-week format. Short-term course refunds will be prorated depending on their length.

- C. Students initiating withdrawals after the 20% point of a semester through the 80% point of a semester will be responsible for 100% of the tuition and fees. Exceptions will be short-term courses. Classes withdrawn from during this time period appear with withdrawal grades ('W') on the transcript.
- D. Students may not withdraw after the 80% point of a semester through the end of the semester without extenuating circumstances.
- E. Students with extenuating circumstances can request to withdraw from all courses after the 80% point of a course or semester with the instructor's support and permission of the Assistant Dean of Academic Operations or designee. If approved, classes will appear with a withdrawal grade ('W') on the transcript.
- F. Unless the student is incapacitated, no one may withdraw the student from the College on their behalf.

Revision History:

- Date: 11/2024 Updated title of Assistant Dean of Academic Operations.
- Date: 01/2023 Updated to include deadline for student-initiated withdrawals.
- Date: 11/2020 Updated to include language about 14-day attendance withdrawals.
- Date: 04/2020 Minor language change relating to "registration period."
- Date: 02/2015 Minor language change relating to dropping courses after the 80% point of the semester.
- Date: 11/2014 Updated title in references to Policy 4.30
- Date: 03/2012 Overall revisions to reflect current practices and to cross reference relevant policies and procedures.
- Date: 06/2004; 12/2001; 06/1989; 07/1988; 12/1984

Cross References:

- Academic Probation, Suspension, and Renewal Policy, [P4.27](#)
- Academic Preparedness and Remediation Policy, [P4.30](#)
- Terminations, Drops, and Withdrawals Procedure, [PR4.31](#)
- Grading System and Grade-Point Average Policy, [P4.37](#)
- Student Code of Conduct Policy, [P4.43](#)
- Academic Dishonesty Policy, [P4.45](#)
- First Year Experience (FYE101) Policy, [P4.52](#)