

# Pennsylvania College of Technology

## Procedure Statement

**Title:** Termination, Drops and  
Withdrawals

**Number:** PR 4.31

**Approved by:**  
Presidential Action

**Approved Date:** 09/1983  
**Implementation Date:** 09/1983  
**Last Review Date:** 1/2023  
**Last Revision Date:** 01/2023

**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.

**Procedure:**

- I. Termination from College – College-initiated
  - A. Student action
    1. No action is required of the student. The College informs the student of the termination and the Registrar's Office completes required processes.
  - B. College action
    1. When a student is suspended or expelled for conduct reasons, Student Affairs notifies the student and the Registrar's Office. See also the Student Code of Conduct Procedure, [PR4.43](#), for details on prohibited conduct, sanctions, and complaint process.
    2. The student is issued a final grade of 'T' for all courses in which they are currently enrolled and the termination is noted on the transcript.

II. Course drops – College-initiated

A. Student action

1. No action is required of the student. The College informs the student of the drop and the Registrar's Office completes the required processes.

B. College action

1. During the first three weeks – Faculty verify student enrollment through their class rosters on the Employee Information System (EIS).
2. The faculty member removes the name(s) of student(s) who have not attended a single class from the official class roster. This is done by processing a “no show” via the EIS (non-developmental courses only).
3. Beyond the first three weeks - When a faculty member determines that a student's lack of attendance warrants dropping them from the class according to the Attendance Policy, [P4.26](#), the faculty member, via the EIS, drops the student from the class. Withdrawal from the course is communicated to the student by the Registrar's Office. The class is dropped and the student is issued a final grade of 'W.' Confirmation is sent to the faculty member once the drop has been processed.
4. When a faculty member determines that a student's lack of attendance warrants dropping them from a developmental class, the faculty may proceed in accordance with the Academic Preparedness and Remediation Policy, [P 4.30](#). The Registrar notifies the student of the drop.

III. Course drop – student-initiated

A. Student action

1. To drop a non-developmental course up to the 80% point of the class or semester, the student must submit a completed Drop/Add Form (available on the portal) to the Registrar's Office.

- B. Registrar's action
    - 1. The Registrar's Office reviews the form for completeness and processes the drop of the course(s).
  - C. Students are not permitted to drop developmental courses, per [Policy 4.30](#), Academic Preparedness and Remediation.
- IV. Withdrawals – College-initiated
- A. Student action
    - 1. No action is appropriate by the student. The College informs the student of the withdrawal.
  - B. Registrar action
    - 1. The Registrar's Office processes the withdrawal.
- V. Withdrawals – student-initiated
- A. Student action
    - 1. To withdraw up to the 80% period of the semester, the student must
      - a) Officially withdraw from all currently registered classes by obtaining a Withdrawal form (available in the Registrar's Office), gathering all required signatures, and submitting the form to the Registrar's Office.
      - b) Satisfactorily account for all property issued by the College.
      - c) Settle all College obligations (e.g., parking or library fines).
  - B. Registrar action
    - 1. The Registrar's Office reviews the form for completeness and processes the withdrawal when all student obligations are met.

**Revision History:**

Date: 01/2023 Minor grammatical corrections

Date: 11/2020 Reviewed for accuracy. No revisions.

Date: 11/2014 Updated title in references to Policy 4.30

Date: 10/2014 Updated to clarify that the procedure applies to only non-developmental courses; language change for clarity under Termination: College action.

Date: 03/2012 Overall revision to bring procedure in line with current practices and other policies/procedures.

Date: 12/2001; 06/1992; 04/1988

**Cross References:**

Terminations, Drops, and Withdrawals Policy, [P 4.31](#)

Academic Preparedness and Remediation Policy, [P 4.30](#)