

ADMINISTRATIVE WITHDRAWAL PROCEDURE/MID-TERM GRADE SUBMISSION – Spring 2019

The administrative withdrawal of a student from a course may be implemented by the instructor when, in the opinion of the instructor, a student fails to attend class regularly and/or fails to complete educational assignments. Instructors wishing to AW a student for behavior issues must contact the Campus Dean or Janet Fike, Vice President of Student Services, prior to withdrawing the student. Mid-term grades are not required and are issued at the discretion of the instructor.

Administrative Withdrawal Deadlines:

- Full-term courses: **April 26, 2019**
- Part-of-Term courses: Second class meeting through 60% of the class length. Questions regarding the last day to administratively withdraw a student can be directed to Margaret DeCola at 304-214-8854 or Tracy Jenkins at 304-214-8855.

STUDENTS ATTENDING, BUT NOT LISTED ON ROSTERS:

- Submit to Tracy Jenkins the name and Northern ID number of any student who attends class, but whose name does not appear on the class list. *This does not register the student in the class.*
- Instruct the student to register for the course at the Service Center using an Application for Late Registration. The form is available online from the Registrar's Office website and will not be processed without the course instructor's signature. The new form only requires one signature of the course instructor and by signing this card the instructor is agreeing to overriding the following: Late registration, Capacity, Pre/Co Reqs, Major and Time conflicts .
- ***Inform the student that s/he is not permitted to attend class until properly registered (this includes payment). When the student is properly registered, his/her name will appear on the class list.***

NOTES REGARDING AW

For our grading and awarding of credit to have credibility, we must be clear about the following:

- A student registers for a class with the intent of doing the work required to obtain a grade and credit.
- *Individuals not properly registered for the class cannot be in classes. This is State law.*
- It is the responsibility of the student to do the work and the responsibility of the faculty member to evaluate the work, assign a grade, and report the grade. It is ultimately the student's responsibility to do the work and if the student stops attending class then the student is not doing the work.
- Students have opportunities to withdraw from a class if they cannot complete the work satisfactorily. A faculty member may administratively withdraw a student by the AW deadline.
- If a student has not satisfactorily completed course requirements and has not withdrawn from class, then the student has **earned** an "F" letter grade. The faculty member has the responsibility to assign the "F."

Instructions:

1. Log into your NOW Account.
2. Click on FACULTY AND ADVISORS.
3. Click on MID TERM GRADES and ADMINISTRATIVE WITHDRAW (AW) Form.
4. Select a Term and then the appropriate CRN.
5. The class list appears alphabetically. **Use the drop down arrows to the right of each name and select AW or a mid-term grade.** If more than 25 students are in a class, click on the "Records 25 – " link located above the SUBMIT button to view the remainder of the list.
6. ***If issuing an AW, enter the student's last date of attendance in the class in the LAST ATTEND DATE field (format = MM/DD/YYYY).***
7. Click the SUBMIT button at the bottom of the page. Twenty continuous minutes are provided to enter the grades. Each time the SUBMIT button is clicked, the 20 minutes start over.
8. Administratively withdrawn students receive an email. The instructor of record is the only person who can reinstate a student who has been administratively withdrawn. Faculty must send an email to tjenkins@wvnc.edu or complete a reinstate card to reinstate a student in the course.
9. Names of students who withdraw or are administratively withdrawn no longer appear on the class roster.
10. **Audit Course** – student auditing have an "X" in the Registration column. Faculty cannot alter this grade.