

Piedmont Virginia Community College

Section I – Academic Affairs & Workforce Development Policies

I – 5.0 Administrative Withdrawal

Effective Date: June 2007

Last Revised: March 2026

Responsible Dept.: Vice President of Academic Affairs and Workforce Development

1. Purpose

To facilitate students' successful completion of course learning outcomes.

2. Policy Statement

This policy details the procedures to follow when students who have not attended class by the end of the course add/drop period must be administratively withdrawn from the course.

3. Definitions

N/A

4. Applicability

This policy applies to all students in all academic courses.

5. Responsibilities

The Office of the Vice President of Academic Affairs and Workforce Development is responsible for the implementation of this policy.

6. Procedures for Implementation

Faculty must make sure that students enrolled in your course are attending, and students attending your course are enrolled. In other words, the names on your roster and the

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students attending must be an exact match.

To administratively withdraw (drop) a student that is NOT ATTENDING AND IS ON THE CLASS ROSTER, complete a drop/add form. Please note: the student's name, EMPLID, class number, and your signature are required to process this form.

Drop/add forms are available during normal business hours from Admissions and Records, your division office, "forms central" on the college website, or request this form by emailing admissions@pvcc.edu. The form must be submitted to the Admissions and Advising Office by midnight of the drop-with-refund date for the course.

It is the student's responsibility to drop a course after the add/drop period of a course through 60% of the course. Administratively withdrawing a student after the add/drop period is at the discretion of the faculty member. However, the faculty must record all absences for the entire semester.

If the student is still on your roster after the withdrawal date (60% date of the course) and is not attending class, a grade of "F" must be assigned at the end of the semester. The only exception is a mitigating circumstance. In that event, you need to follow the procedures outlined for mitigating circumstances and turn the form into the Admissions and Records Office at the time grades are to be submitted for the semester.

7. Sanctions for Violation of Policy

N/A

8. Other General Information

N/A