



Policy No. 2-59

Subject: Student and Administrative (Faculty Initiated) Registration Updates

Last Revised: 06/21/2023

Historical Status: 02/2017

Division	Policy Manager	Administrative Supervisor	Reference
Instruction and Student Services	Dean of Student Services and Enrollment Management	Vice President of Instruction and Student Services	VCCS Policy Section 5.6.2

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to establish guidelines and procedures for student- and faculty-initiated adds, drops, and withdrawals, based on VCCS Guidelines.

II. PERTINENT INFORMATION

- A. Students may choose to add a course to their academic roster for a term or session during the published registration and add periods only.
- B. Students may choose to drop a course from their academic roster for a term or session during the published drop period only.
- C. Any late adds or drops must be due to mitigating circumstances and approved by the faculty of record, academic dean or designee, and chief academic officer or designee.
- D. Students may choose to withdraw from a course, prior to the withdrawal date designated in the Academic Calendar and receive a “W” grade. After the withdrawal date designated in the Academic Calendar, a withdrawal will result in a grade of “F.”
- E. Students may petition the faculty member for reinstatement within five (5) working days of the official processing date of the drop or withdrawal. The faculty member of record, academic dean, and chief academic officer may approve an appeal for reinstatement into a class following a drop or withdrawal.

III. DEFINITIONS

- A. Add: adding a course to a student’s academic roster for a term or session.
- B. Administrative (Faculty Initiated) Withdrawal: a withdrawal choice made by the

- faculty member, resulting in a grade of “W.”
- C. Drop: removing a course from a student’s academic roster for a term or session.
 - D. Grade of “W”: no grade point credit. A grade of "W" is awarded to students who withdraw or are withdrawn from a course after the add and drop period but prior to the completion of 60% of the session. After that time, the students will receive a grade of "F" except under mitigating circumstances which must be documented.
 - E. Student-Initiated Withdrawal: a withdrawal choice made by the student, resulting in a grade of “W” or “F” depending on when the withdrawal was made.

IV. GENERAL GUIDELINES

- A. Establishment of Deadlines
 - 1. VHCC has established procedures for making changes in student academic schedules after the registration period for each session.
 - 2. Deadlines for adds, drops and withdrawals are published in the academic calendar, found in the College Catalog, and the class schedule.
- B. Adds & Drops
 - 1. Adds must occur during the add period for the session. Drops must occur during drop period for the session, at which time a student is removed from the class roster and no grade is awarded.
 - 2. An instructor may request a student be dropped from a course during the drop period. A student may be dropped if they have never attended, stopped attending or have not successfully completed 15% of the course. This information is outlined in each course syllabus.
 - 3. Late adds or drops may be allowed due to mitigating circumstances and must be approved by the faculty member of record, academic dean or designee, and chief academic officer or designee.
- C. Student-Initiated Withdrawals
 - 1. After the drop period, but prior to completion of 60% of a session, a student who withdraws from a course will be assigned a grade of “W.”
 - 2. After 60% of a session has been completed, if a student withdraws from a course, a grade of "F" is assigned. Exceptions to this policy may be made under mitigating circumstances; such circumstances must be documented, and a copy of the documentation placed in the student's academic file. Late withdrawals must be approved by the faculty member of record, academic dean or designee, and chief academic officer or designee.
- D. Administrative (Faculty-initiated) Withdrawals

The instructor may withdraw students who have stopped attending and/or have not completed 60% of the course work on or before the official 60% withdrawal date. A grade of "W" is assigned for the course.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the Vice President of Instruction and Student Services the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

- A. SACSCOC Standard 10.1
- B. VCCS Policy 5.6.0
- C. VCCS Policy 5.6.2
- D. VCCS Policy 6.2.2

VII. OPERATING REQUIREMENTS

- A. Students can log into their MyVHCC account and add, drop, or withdraw themselves or work with an academic or faculty advisor to be added, dropped or withdrawn from the course.
- B. The faculty member of record may initiate a withdrawal by completing the progress report in Navigate for “Withdraw 60%.” These withdrawals will be processed by the Admissions and Records Office.
- C. Students may appeal a faculty-initiated administrative drop or withdrawal in writing to the faculty member within five (5) business days of the processing date.