

# DROPS (WITHDRAWALS)

As part of transition to a new student information system (SIS) in which the configuration of that system changed how drops and withdrawal are defined. Prior to Fall 2023 the SIS system, Banner, defined drops as courses dropped before census day and withdrawals as courses dropped after census day. The new SIS system, Anthology defines courses that are dropped before census day as unregistered courses and courses dropped after census day as drops and a grade of a "W".

## Drop (Withdrawal) from a Single Course

Any student wishing to formally drop (withdraw) from a single course, after the last day to drop has passed, can do so through their Academic Advisor or the Registrar's Office. All such drops (withdrawals) will be registered on the student's transcript with the "W" grade indication. For students wishing to drop (withdrawal) from all courses, please see the section on Drop (Withdrawal) from SENMC.

## Administrative Drops (Withdrawals)

In the event that a student has stopped attending class without formally dropping (withdrawing), stopped using the online Learning Management System, or has a history of persistent unexcused absences or failures to complete assignments, the College reserves the right to remove the student from the class by means of an administrative drop (withdrawal). An administrative drop (withdrawal) may be requested under the following circumstances:

1. At the beginning of the semester, if a student misses the first two (2) class meetings or online activities.
2. At any point in the semester, if a student misses four (4) consecutive class meetings or online activities.
3. If over the course of the semester, the student persistently fails to attend class or fails to complete assignments.

In NO case is an administrative drop (withdrawal) used to avoid the assigning of D, F, or U grades for marginal or failing work. Administrative drops (withdrawals) are subject to the same refund rules as student initiated drops (withdrawals) (100% refund prior to census and no refund after census.)

To request consideration for an administrative drop (withdrawal), the instructor must complete the Student Absence/Lack of Progress Report, found on the forms page of the Registrar's Office webpage, and route for approvals. The Registrar's Office is ultimately responsible for processing the administrative drop (withdrawal).

Upon receipt of a fully approved Student Absence/Lack of Progress Report, from the VPAA, the Registrar's staff will drop (withdraw) the student from the class and notify the student. This notification will be sent to the student's official SENMC email address. Students wishing to appeal the administrative drop (withdrawal), should reply to the Registrar's Office notification email, with a valid reason for non-attendance/non-completion of coursework, within 48 hours of the email delivery time stamp.

The Registrar's Office, in consultation with the class instructor, will determine if the appeal circumstances are reasonable and the student has not missed too much content to successfully complete the course. If so, the Registrar's staff will add the student back into the class and the student will be expected to actively participate in all future meetings and coursework. The Registrar's Office will notify the student, instructor,

Department Chair and VPAA of the determination, via official SENMC email.

When an administrative drop (withdrawal) is initiated for a student who is representing the College at an official out-of-town event any administrative drops (withdrawals) will become effective upon the student's return from the event or five days after the drop slip fully approved form is submitted to the Registrar's Office.

## Military Drop (Withdrawal)

Southeast New Mexico College understands that our military students may be called to active duty, specialized training, or disaster relief efforts with little notice. U.S. active duty military students wishing to drop (withdraw) from all their classes must present their orders and their request for full drop (withdrawal), as indicated below. However, the below policy does not pertain to a student's basic and/or annual training. A student who has an order for training is encouraged to formally request, through the proper military chain of command, a postponement of their orders until the summer or the end of the semester they are currently enrolled in. If a student's request for postponement is denied, the student may then follow the below steps but must provide documentation that their postponement request was formally denied.

All SENMC students that have been called up for active duty must take the following steps in order to drop (withdraw) from all their classes:

1. Military and Veterans Programs (MVP): TA/VA students ordered to Active Duty must provide a copy of orders to the Registrar's Office or by email registrar@senmc.edu. To assist in reporting accurate information to their military service or the VA Regional Office, student should also provide, in writing, last day of class attendance.
2. All students presenting their orders to the Registrar's Office, (575) 234-9416, or registrar@SENMC.edu, will be unregistered from classes and a full tuition and fees refund for that semester.
3. Bookstore: Students who still have their receipts for textbooks purchased the semester in which they are called to active duty will be given a full refund for these textbook purchases when they present their orders. Please contact the bookstore for assistance at (575) 234-9240.

## Student Medical Drop (Withdrawal)

A student medical drop (withdrawal) applies to a student who becomes seriously ill, injured or hospitalized and is therefore unable to complete an academic term for which they are enrolled. This action applies to all courses a student is registered for in the affected semester(s). The student cannot select which courses they want to drop (withdraw) from and which they want to remain registered for when exercising this option. The students' attending physician must provide a letter, on official letterhead with an original signature, stating the date(s) within the semester that the student was under medical care and must drop (withdraw) because of that medical condition. This letter must be submitted within the semester or no later than one academic year after the end of the term for which the drop (withdrawal) is being requested. Once the information is reviewed a final determination will be made if the student is eligible for the consideration of tuition or other refunds (students receiving funds awarded by the Financial Aid Office should be aware of policies regarding drop (withdrawal) from the College. Medical drop (withdrawal) begins and ends at the Registrar's Office.

## Medical Conditions of a Family Member Drop (Withdrawal)

A student who is dropping (withdrawing) because of a medical condition of an immediate family member must submit a letter from the family member's attending physician. This action applies to all courses a student is registered for in the affected semester(s). The student cannot select which courses they want to drop (withdraw) from and which they want to remain registered for when exercising this option. It must be on official letterhead with an original signature, stating the date(s) within the semester that the student's immediate family member was under medical care and that the student must drop (withdraw) to attend to the immediate family member's medical condition. This letter must be submitted within the semester or no later than one academic year at the end of the term for which the drop (withdrawal) is being requested. Immediate family member, in this instance, includes a spouse; a domestic partner; a child, parent or legal guardian; a sister or brother and a grandparents or a grandchild. Familial relationships that are created by law are also included (i.e., mother/father-in-law; half or step siblings); any other relationships can be considered on a case-by-case basis. Once the information is reviewed a final determination will be made if the student is eligible for consideration of tuition or other refunds (Students receiving funds awarded by the Financial Aid Office should be aware of policies regarding drop (withdrawal) from the College.)

## Drop (Withdrawal) from SENMC

Drop (Withdrawal) from SENMC is an official procedure that must be:

1. Initiated by the student (using the drop (Withdrawal) form)
2. Have all necessary signatures (as indicated on the form)
3. Be approved and processed through the Registrar's Office, located on the Campus

Students who drop (withdraw) from all courses for the semester should do so in person through the Registrar's Office. However, students who are unable to come in person may submit an e-mail using their SENMC e-mail account to registrar@SENMC.edu. Students who leave without following the official procedure are graded appropriately by the instructor.

Applicable dates for the last day to drop (withdrawal) are published on the approved academic calendar or under important dates (<https://senmc.edu/academics/important-dates-for-students.html>).

A student who drops (withdraws) from all classes for the semester will retain access to their SENMC account per current policy but will lose access to other services and privileges available to enrolled students.

Financial information concerning drops and withdrawals can be found at <https://www.senmc.edu/business-office/withdrawals.html>. Financial aid recipients should contact the Financial Aid Office before dropping (withdrawing). Students receiving funds awarded by the Financial Aid Office should be aware of policies regarding drop (withdrawal) from the College.

The Federal Higher Education Act requires the College to calculate a Return of Federal Student Aid Funds see Return of Title IV under Student Regulations.