

Community College of Beaver County

Institutional Procedure for Course Pursuit

Policy Reference: 2.430 Academic Progress Standards

It is the responsibility of each student to regularly attend and effectively pursue the stated objectives for each course in which s/he is enrolled. The instructor for each class will provide the student with a course syllabus at the beginning of each semester, and the syllabus will delineate the criteria for demonstrating pursuit of the course objectives.

In making a determination of pursuit of the course objectives for each student enrolled, the instructor will consider class attendance; failure of the student to appear for exams, presentations or other required class activities defined in the syllabus; and failure of the student to submit required papers, projects and/or reports. When, on the basis of a combination of these factors, the instructor determines a student has ceased to pursue the objectives of the course, s/he may withdraw the student from enrollment in the class. However, no withdrawals within the context of this procedure may be initiated later than the twelfth week of classes.

The faculty member will submit the withdrawal notification to the Office of the Registrar for processing, and the Office of the Registrar will notify the student of the withdrawal action taken, and the student will receive a letter grade of "W" for the course from which s/he is withdrawn. Students withdrawn in this manner may request to be reinstated in the course through appeal to the appropriate instructor. Such appeals must be initiated, in writing, within 10 days from the date on which the withdrawal was processed by the Registrar. If the instructor agrees to reinstate the student, s/he will submit a reinstatement notification to the Office of the Registrar for processing. If the instructor denies the request for reinstatement, appeals may be initiated in a manner consistent with the grade appeals process.