

# Pine Technical and Community College Policy

## 2.PTCC.11 Failure to Withdraw (FW) Policy

**Chapter:** 2 – Students

**Date:** 6/27/2025

### Part 1: Purpose

The purpose of this policy is to comply with Federal regulations regarding Title IV Financial Aid disbursement, ensuring student attendance. The Failure to Withdraw (FW) grade serves to ensure appropriate adjustments to student financial aid awards by verifying enrollment status and allowing recalculation should a student stop attending. The FW grade also serves as notification to Student Success that the student's academic success is at risk and that intervention may be warranted.

The College is required to return funds disbursed to students who fail to attend no later than 45 days after the date the school becomes aware a student has ceased attending. Once payment is made to a student who is found not to be in attendance, it must be recalculated and the funds may be pulled back. The college is liable for that payment and returning those funds.

### Part 2: Definitions

For the purposes of this procedure only, the following words and terms are defined as follows:

**Withdrawal Date or Last Date of Attendance**

The last date a student participated in an academically-related activity.

**Failure to Withdraw (FW)**

When a student has ceased active participation for 14 consecutive calendar days (including holidays) prior to the end of the term.

**14 Consecutive Calendar Days**

14 consecutive calendar days includes scheduled holidays and breaks less than five consecutive days in length as per Federal Student Aid guidelines.

**7 Consecutive Calendar Days**

7 consecutive calendar days includes scheduled holidays and breaks less than five consecutive days in length as per Federal Student Aid guidelines.



### Active Participation

In reference to online courses, active participation is completing academically related activities or assignments from the instructor. Examples include, but are not limited to: posting a discussion, uploading an assignment, taking an academically-relevant quiz or completing a survey. The assignment may vary by course and instructor. Logging into the online classroom or Learning Management System is not evidence of active participation.

### Academic Attendance and Academically-Related Activities

The federal Financial Aid Handbook identifies the following parameters regarding academic attendance and academically-related activities as it relates to Title IV funding (V.5 Ch.1).

Academically-related activities include but are not limited to:

- Physically attending class where there is an opportunity for direct interaction between the instructor and students\*
- Submitting an academic assignment
- Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction
- Attending a study group that is assigned by the college
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course

\*PTCC further defines physical attendance as being consciously attending or engaged.

Examples that are *not* considered evidence or proof of academic activities or academic engagement with the college:

- Living in institutional housing
- Logging into an online class without active participation
- Participating in counseling, advising, or other student services

The Federal Student Aid Handbook specifically states that documenting that a student logged into an online class *does not* demonstrate academic attendance. The college must demonstrate student participation in class or via other academic activities.

Examples of online academically-related activities may include:

- Participation in an academically-relevant online discussion
- Contact (including email) with the faculty member to ask a course-related question
- Student submission of an academic assignment
- Student submission of an exam



- Documented student interaction in an interactive tutorial or computer-assisted instruction (third-party software)
- Posting in an online study group assigned by the instructor/institution

### Part 3: Policy

A grade of FW is posted for any student who has ceased to attend or actively participate in a course for 14 consecutive calendar days (including holidays) prior to the end of the term for semester-length courses. A grade of FW is posted for any student who has ceased to attend or actively participate in a course for 7 consecutive calendar days (including holidays) prior to the end of the course for modular and summer courses.

Students are responsible to attend and actively participate in each course for which the student is enrolled. Attendance or participation in one course does not qualify as proof of attendance or participation in any other course.

A grade of FW removes the student from the course. The student may no longer attend the course or access its content. Electronic access via any means, including the Learning Management System, will be revoked.

The FW grade is a final grade. The FW designation does not affect grade point average and may force a recalculation of financial aid applied if the FW represents a total withdrawal from all coursework for the term prior to the 60% date for the term.

The removal of a FW grade, and subsequent re-entry into the course, is at the discretion of the faculty. Faculty have the authority and right to uphold a grade of FW and are under no obligation to reinstate a student if the student has met the conditions for a grade of FW. If a student does not agree with the issued grade, the student may appeal the FW grade using the criteria outlined in the College's Academic Grade Appeal procedure (3PTCC.8.2).

### Related Documents:

2.PTCC.11.1 Failure to Withdraw (FW) Procedure

3.PTCC.8.2: Academic Grade Appeal Procedure

---

*Adoption: 6/27/2025*

*Last Reviewed: 6/27/2025*

*Next Review Date: 6/27/20230*

*Cabinet Approved: 6/27/2025*

*Custodian of Policy: Vice President of Academic and Student Affairs*

---



***Policy History:***