



Pine Technical and Community College Procedure

2.PTCC.11.1 Failure to Withdraw (FW)

Chapter: 3 – Educational Policies

Date: 6/27/2025

Part 1: Purpose

To comply with Federal regulations regarding Title IV Financial Aid disbursement ensuring student attendance, the Failure to Withdraw (FW) grade helps to verify enrollment status and allows financial aid recalculation should a student stop attending. The FW grade also serves as notification to Student Services that the student’s academic success is at risk and intervention may be warranted.

Part 2: Procedure

1. Class lists are reviewed by faculty to determine if registered students are attending class.

How to view/run a class list in e-services:

- Go to www.pine.edu
- Under the “Staff and Faculty” section, click on “eServices”
- Enter your StarID and password
- Under “Employee Applications”, click on “Faculty”
- Under “Faculty” on the Welcome to Faculty Application, click “Class List”

2. Faculty must verify student attendance/academic activity for FW consideration.

3. Faculty can enter in a grade of FW for any student who has ceased active participation for 14 consecutive calendar days (including holidays) prior to the end of the term for semester-length courses. Faculty can enter in a grade of FW for any student who has ceased active participation for 7 consecutive calendar days (including holidays) prior to the end of the course for modular and summer courses.

4. An automated notification will be sent to the student via the communication module when an FW grade is entered.

5. The student must obtain faculty approval to be reinstated in their course(s) after being assigned an FW.



Related Documents:

3.PTCC.11 Failure to Withdraw (FW) Policy

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Cabinet Approved: 6/27/2025

Custodian of Policy: Vice President of Academic and Student Affairs

Procedure History: