Student Drop Process and Attendance

First Drop – One Week Before Classes Begin

1. **Eligibility for Drop:**
   - Students who registered from the first registration date up to three weeks before the semester start are at risk of being dropped.
   - Students who registered within the three weeks leading up to the semester start will not be included in this round.
2. **Communication Strategy:**
   - Students without a FAFSA or payment plan must receive daily reminders via text, email, phone, and social media regarding the upcoming drop deadline.
3. **Drop List Management:**
   - The drop list will be stored in a shared location for review and cleanup by:
     - Veteran Affairs
     - Cashier's Office
     - Financial Aid
     - Registrar's Office
     - Student Services Advisors
     - Vice President for Student Services
4. **Final Review & Execution:**
   - On drop day, the Vice President for Student Services will generate an updated list and compare it to the working list.
   - Any student without a FAFSA or without an identified DZ hold, 3PTY, Contract, or FAFSA status will be dropped.
   - A final approved list will be sent to the Registrar to process the drops.
5. **Reinstatement Process:**
   - Dropped students will be notified via MCTC email.
   - To be reinstated, students must complete their FAFSA or set up a payment plan.
   - Reinstatement requires approval from the Vice President for Student Services.

Second Drop – First Business Day After Attendance Reporting (Typically Day 6 of classes)

1. **Eligibility for Drop:**
   - This round applies only to students who have not attended any classes.
2. **Follow-Up for Partial Attendance:**
   - Students who attended some but not all classes will be contacted by their advisor.
   - A plan will be established to help them catch up.
3. **Execution & Review:**
   - Once this drop is completed, a new list will be generated, and the steps from the first drop will be followed.
   - Financial Aid will monitor and communicate any missing requirements.

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Third Drop – After 30-Day Reporting Deadline

- Any student without a completed financial aid package or payment plan will be dropped.
- Any student who has not attended an individual course will be dropped from that specific course.
- Reinstatement requires approval from the Vice President for Student Services. The student must have a completed FAFSA or arrange a payment agreement with the cashier's office.

Drops for 12- and 8-Week Classes

- Students enrolled in 12- and 8-week courses **must** have a FAFSA or payment plan by the end of the schedule adjustment period.
- Those who fail to meet this requirement will be dropped.

Attendance

Students at Mountwest Community and Technical College are expected to attend all classes regularly and on time. Certain departments or programs may have additional attendance requirements or grading policies, which will be outlined by instructors in their course syllabi. Students are responsible for communicating with instructors to make arrangements for any missed coursework, when applicable.

Faculty are required to report attendance on a regular basis. Reporting dates are published in the academic calendar, and reminders will be sent by the Division of Student Services prior to each deadline.

- **Non-Attendance:** Students reported as not attending any classes on the first attendance report will be automatically dropped from all courses during the initial drop process. Reinstatement requires approval from the instructor(s) and authorization from the Vice President for Student Services.
- **Partial Attendance:** Students reported as partially attending (e.g., attending some classes but never attending others) on the first or second attendance report will be dropped only from the course(s) they were reported as never attending. Reinstatement requires approval from the instructor(s) and authorization from the Vice President for Student Services.
- **Withdrawals:** Faculty do not withdraw students from courses. Students must initiate the withdrawal process themselves. Concerns about low attendance should be reported through the college's early alert process, after which Student Services Advisors will follow up with the student to determine appropriate action.

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