

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: STUDENT WITHDRAWAL

BASED ON POLICY:

REVISION NUMBER: 6

**OFFICE OF
RESPONSIBILITY:** STUDENT RECORDS



PRESIDENT

April 12, 2011

DATE

PURPOSE

The purpose of this procedure is to establish guidelines for student withdrawal from credit courses.

PROCEDURE

1. Withdrawal from Courses

- a. Students may withdraw from classes at any time prior to the first day of the final exam period of an academic term.
- b. Students requesting to withdraw from a course(s) after the academic term's add/drop period must notify the instructor via their official student email address.
- c. Students must email their instructor and academic advisor to complete the drop/withdraw.
- d. Students must save a copy of the email request for their records.
- e. For students who have never attended a class, the instructor will assign a "Never Attend" code in the native student information system, or self-service product, no later than ten (10) days after the first day of class. If a student is withdrawn by mistake, the instructor may add the student back to the course.

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- f. The instructor for each course for which a withdrawal is requested will assign the student a grade of "W" up to, and including, the established midterm date, or "W", "WP" or "WF" after the established midterm date, in accordance with TCL Procedure 3-1-301.7 Recording of Grades.
 - g. The grade will be recorded on GradeBook, on the final grade roster, and on the student's academic record.
 - h. The instructor inputs the student's withdrawal onto the student's academic record.
 - i. The Office of Student Records pulls the report of dropped/withdrawn students and forwards the list to the Financial Aid Office and to the Business Office.
2. Withdrawal from College
- a. A student who is planning to withdraw from the college must settle all financial obligations to the college.
 - b. To withdraw from the college, the student must withdraw from all courses for which he or she is registered.
 - c. The withdrawal from the college is complete when the student has withdrawn from the last course.