



ADMINISTRATIVE POLICY # 03.10.08 (2020) STUDENT WITHDRAWAL POLICY

Policy Title: Student Withdrawal Policy

Policy Type: Administrative

Policy Number: ADM Policy # 03.10.08 (2020)

Legal Authority: Section 59-53-51 of the 1976 Code of Laws of South Carolina, As Amended

State Board Policy:

Approval Date: 7/6/2020

Responsible Office: Academic Affairs

Responsible Executive: Vice President of Academic Affairs

Applies to: College Community

POLICY STATEMENT:

While Denmark Technical College is committed to helping students be successful in their courses and remain on track to complete their educational goals, on occasion it might be in the best interest of the student and/or the College community that a student withdraw from or be withdrawn from a course or from courses prior to the end of the course(s). Official withdrawal requires clearance of a student's responsibility to the college, such as financial aid, housing, board plan, and notification of withdrawal to various offices. Official withdrawal, therefore, is essential to ensure that one's academic record is not jeopardized and that financial matters are attended to. Failure to properly withdraw may hamper readmission or the possibility of transfer to another college or university.

This policy is designed for students who want to end their enrollment at the College before the end of the current semester or summer session.

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DEFINITIONS

Withdrawal: Terminating enrollment in all registered courses for an academic semester.

Attendance: Being physically present during a class meeting or actively participating in an online course.

Administrative withdrawal: The instructor or other college-personnel withdrawing a student from a class due to low attendance.

CONTACT(S)

The Office of the Registrar will officially interpret this policy. The Vice President of Academic Affairs is responsible for obtaining approval for any revisions as required through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Academic Affairs.

STAKEHOLDER(S)

College Community: to include students, Office of the Registrar, Office of Financial Aid, and the Office of Fiscal Affairs.

POLICY CONTENT

I. General Information

A. College policy requires a student to complete a Withdrawal Form when enrollment is terminated before the end of the semester or summer session.

B. Students may withdraw from classes at any point in the semester by completing the appropriate withdrawal form, including all applicable signatures. Failure to attend courses does not constitute the proper procedure for withdrawing from courses. The appropriate earned grade will be assigned if the course is not withdrawn properly.

Students who withdraw from the College must initiate the process in their respective academic department and follow the procedures listed below:

1. Discuss the matter with their academic advisor before processing the form. Students taking courses for dual credit will report the matter to the Professional Guidance Counselor at the high school or career center.

2. Obtain the form from the Office of the Registrar or Academic Champion, and complete personal information.
3. Secure the signature of the advisor or designee.
4. Report to the Office of Financial Aid for an Exit Interview.
 - a. Obtain officers' signatures
 - b. Students who reside in a campus residence hall will be directed to the Housing Office for clearance purposes.
 - c. Students who are receiving Veterans benefits will be directed to the Office of the Registrar for clearance.

C. Secure all required signatures.

D. Submit form to the Office of the Registrar. Obtain a copy of the submitted form for your records.

Faculty should inform students receiving Title IV Federal Aid and Veteran's Benefits that course withdrawals may result in negative financial implications for the student. Faculty should encourage the student to consult with a member of the Financial Aid staff to determine the effect on the student's financial aid award. In many cases, course withdrawal will require the student to return funds back to the U.S. Department of Education, Denmark Technical College or both.

II. Special Circumstances

- A. If a student is ill or otherwise incapacitated and cannot complete the Withdrawal Process, the student must contact (or have someone contact) the Office of the Registrar immediately.

III. Last Date of Attendance

- A. The Last Date of Attendance (LDA) is required for all Veteran students who withdraw from courses. Veteran students are required to submit a completed Course Withdrawal form to the Academic Champion with the instructor's signature and a recorded Last Date of Attendance.
- B. The Registrar's office will record the Last Date of Attendance for all non-Veteran students as the date the student withdrew from the course.

IV. Administrative Withdrawal

- A. Students will be administratively withdrawn from a course due to lack of attendance in seated classes or non-participation in online classes.

V. Grading

- A. The grade of "W" will be entered on the student's academic record and will be reflected on the student's official academic transcript if the withdrawal is

completed by the last date of withdrawal published in the academic calendar. The grade of "W" does not affect the student's academic record and GPA.

- B. The grade of "WP" or "WF" will be entered on the student's academic record and will be reflected on the student's official academic transcript if the withdrawal is completed after the last date of withdrawal published in the academic calendar. The grade of WF will affect the student's academic record and GPA.
- C. Faculty are required to designate, by instructions from the Registrar, the F assigned to the student who failed to remain in attendance without proper course withdrawal from the F earned by students who remained in attendance for the entire term. This grade is punitive and will appear on the student's permanent academic transcript.

TITLE: POLICY CONTENTS PUBLICATION

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Vice President of Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval;
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;
- Post the policy on the College's webpage and all other related webpages, in the student handbook, and the College catalog; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: 7/6/2022
- Approval by College Cabinet, 7/6/2020
- Revision History: None
- Supersedes: N/A

RELATED DOCUMENTS

Class Attendance Policy
Incomplete Grading and Rewarding Policy
Return to Title IV Policy
Grade Rosters

FORMS

Withdrawal Form