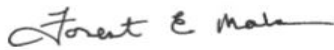


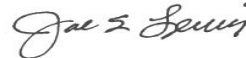
**AIKEN TECHNICAL COLLEGE
POLICY**

Policy Title: WITHDRAWAL POLICY	Policy Number: 4-5-111
Institutional Authority: Chief Student Services Officer	
Associated SBTCE Policy:	
Associated ATC Procedure: 4-4-110.1; 4-4-110.2	

Approved:



President



Commission Chairperson

Date

Adopted: 07/01/2004

Date

Revised: 10/16/2023

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

It is the policy of Aiken Technical College that a student who wishes to withdraw from one or more classes (to include all) must officially withdraw through the instructor for each course. If the withdrawal is submitted prior to mid-term, the student will receive a grade of "W". A student who is failing and withdraws after the mid-term date or whose last date of attendance is after the midterm date may be assigned a grade of "WF".

A student who stops attending classes but does not withdraw formally does so at the risk of jeopardizing his/her academic standing and financial aid eligibility.

If a student violates the attendance policy, the instructor will initiate the student's withdrawal from the course and is not required to obtain permission from the student.

In special circumstances, an administrative withdrawal may be processed by the Chief Student Services Officer or designee.