



## TECHNICAL COLLEGE OF THE LOWCOUNTRY

### **PROCEDURE: Withdrawal Number: 4.2.6.1**

Responsibility: Student Affairs  
Last Updated: November 1, 2023  
Related Policy: 4.2.6 Withdrawal

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President

#### **Purpose:**

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

#### **Procedure:**

Technical College of the Lowcountry expects students to complete all course requirements. Class attendance is integral to academic success. Absences disrupt a student's academic progress, contribute to poor academic performance, and significantly diminish the quality of group interaction. Students are expected to attend class on time and to remain in class for the duration.

#### **Faculty Initiated Withdrawal**

Faculty are required to verify attendance on a specified day to capture census reporting data as required to comply with federal financial aid regulations. Students that have not attended class by the census reporting date will be reported as a "never attends" and administratively removed from the course. These are considered "drops" and will not be reflected on the official transcript.

#### **Student Initiated Withdrawal**

During the add/drop period for the term, the student will perform a "drop" in the designated online student system. Withdrawal through the add/drop period is considered a "drop" and will not be reflected on the official transcript.

Students seeking to withdraw after the add/drop period of the term must do so prior to the last day of instruction for the term. If it becomes necessary to withdraw from a course(s) or the college, it is the student's responsibility to complete the college's approved withdrawal process. Students perform withdrawals in the designated online student system. Withdrawal after the add/drop period of the term will result in a "W" notation on the official transcript.

**Exceptions**

Some programs with accreditation requirements may have a stricter attendance policy. Exceptions to the general policy must be approved by the Vice President for Academic Affairs (VPAA) or his/her designee and must be printed in the course syllabus.