

# Orangeburg-Calhoun Technical College

## Statement of Procedure

Title: Withdrawal from Courses

Number: 4.042.01

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Department of  
Responsibility: Student Records

Authorization:

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President

Date Approved: November 18, 2003

Last Revised: February 20, 2024

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Initial student enrollment is verified by course instructors at the conclusion of the add/drop period each term. Faculty is required to adhere to the following procedures when reporting student attendance during the term:

1. Faculty are required to take accurate attendance at each class period during the add/drop period at the start of each term.
2. At the end of the add/drop period, official class rosters will be checked in Self-Service by faculty to verify student attendance in each course
3. Students who do not attend class during the add/drop period must be listed as a never attended or no show on the official Self-Service roster. A no show is defined as a student who registers for a class but does not attend that class during the first week of the term. No punitive grade will be assigned to a student who is listed as a no show.
4. Students who attend at least one class during the published add/drop period but are not in attendance at the conclusion of the add/drop period will be listed as "dropped" on the official Self-Service roster to include the last day the student was in class. No punitive grade will be assigned to the student.
5. After enrollment is verified via Self-Service, faculty will not be permitted to change a student's enrollment status from dropped or withdrawn to no show. Eligibility for state and federal aid as well as tuition liability is based on verification of enrollment.
6. Students who attend classes after the published add/drop period and later decide to discontinue enrollment in any or all classes will be required to complete and submit necessary paperwork to withdraw from courses at

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OCtech. It is the student's responsibility to complete all requirements for official withdrawal from classes. Failure to complete and submit required documentation to the Student Records Office may result in a failing grade of F in all applicable courses.

7. Faculty are encouraged to maintain accurate attendance throughout the semester.
8. The Registrar will notify faculty at least one week prior to the distribution of Financial Aid refund checks. Students not in regular attendance should be administratively withdrawn from applicable courses within 2 days of the Registrar's announcement in order to cancel any financial aid or tuition refund to students who are no longer attending class.
9. Students may withdraw from classes at any point in the semester by completing the appropriate schedule change form or withdrawal form, including all applicable signatures.
10. At the discretion of the instructor, students who discontinue class attendance may remain on the course roster and the faculty member may assign a grade of F on the final grade roster at the conclusion of the term. This grade is punitive and will appear on the student's permanent academic transcript.
11. 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.

If an F is assigned for failure to maintain class attendance, the faculty member should indicate a last date of attendance or last date the student completed any academic coursework such as a test or other assignment. Faculty are encouraged to maintain accurate attendance throughout the semester.  
In cases where the last date of attendance cannot be determined, Faculty should assign the student's last date of attendance as the 50% point of enrollment in the term.
12. Faculty who take regular attendance may submit an Administrative Withdrawal via Self-Service for students who no longer attend class or violate the course attendance policy. Faculty are required to record the last date of attendance along with appropriate grade on Self Service. The Administrative Withdrawal must be submitted on Self Service no later than 15 days after the attendance violation occurred. If the withdrawal cannot be submitted within the 15 day time limit, the instructor must maintain the student on the course roster and assign a failing grade at the end of the term and designate that the F was assigned due to non attendance.

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In this case, a last date of attendance should be noted in Self-Service along with the grade of F.

13. A student status of never attended/no show is not an acceptable grade at the end of the term.

14. 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, OCtech or both.