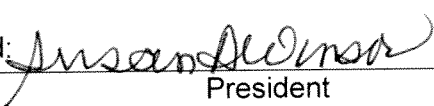


**AIKEN TECHNICAL COLLEGE
POLICY**

Policy Title: WITHDRAWAL POLICY	Policy Number: 4-5-111
Institutional Authority: Vice President of Student Services	
Associated SBTCE Policy:	
Associated ATC Procedure:	

Approved: 
President


Commission Chairperson

Date Adopted: 07/01/2004
Date Revised: 05/12/2008

A student who wishes to withdraw from one class or all classes must officially withdraw through the Admissions and Records Office. If the withdrawal is processed 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".

Compliance with this policy protects the student's privileges of re-admission and transfer of credits to another institution. A student who stops attending classes but does not withdraw formally does so at the risk of jeopardizing their academic standing.

In special circumstances, with permission of the Vice President of Student Services, an "administrative withdrawal" may be processed on behalf of the student.

Policy Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
05/12/2011		