

# Orangeburg-Calhoun Technical College Statement of Policy

Title: Withdrawal from Courses

Number: 4.042

Page: 1 of 1

Department of  
Responsibility: Student Records

Authorization:

\_\_\_\_\_  
Area Commission Chairman

\_\_\_\_\_  
President

Date Approved: November 18, 2003

Last Revised: February 20, 2024

Last Reviewed: November 17, 2020

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Prompt and regular class attendance is expected of all students. A decision to stop attending classes at Orangeburg-Calhoun Technical College does not constitute an official course withdrawal. It is the student's responsibility to initiate the proper paperwork to withdraw from classes. A student's failure to complete and submit the proper paperwork to withdraw from classes after the published add/drop period may result in a failing grade for the course(s).

Students receiving Title IV Federal Aid and Veteran's Benefits should consult with a member of the Financial Aid staff prior to course withdrawal to determine financial implications.