

**Williamsburg Technical College  
PROCEDURE**

**SECTION D – EDUCATIONAL AFFAIRS**

Title <b>SCHEDULE CHANGES</b>	Number <b>D-4.1</b>
Division of Responsibility <b>Student Affairs</b>	Approval Date Page <b>1/21/2021 1 of 2</b>
Approval Vice President  _____  President  _____	Supersedes Procedure No. <b>D-4.1</b> Date <b>2/3/14</b>

**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. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

- I. A student may add additional courses up to a maximum of the first five instructional days of a semester either by completing the add request form online or by contacting his/her academic advisor, who will initiate the add form, key the course into Colleague, and forward to the Business Office/Financial Aid for processing. The add period may be prorated for terms of varying lengths to coincide with the equivalent of the first five instructional days of a semester. The student must complete the registration process and pay (if required) for the additional course(s) in the Business Office.
  
- II. Courses dropped during the first five instructional days will not appear on the student’s official record. Drop periods may be adjusted under exceptional circumstances for mini-terms or for evening classes. During this period, the faculty member or academic advisor will give the add/drop slip directly to the Academic Affairs Office for processing or the student may initiate the drop request online.
  
- III. A course dropped after the fifth instructional day and before the date designated in the Academic Calendar as the “Last Day to Drop” date will result in a grade of “WP.” This “Last Day to Drop” date will be set to coincide with 80 percent of the term’s instructional days. After the “Last Day to Drop” date, the student will receive a “WF” grade (which counts as an “F” in calculating grade point ratio).
  
- IV. A student wishing to withdraw from the College should first consult a counselor in the Student Affairs Division to review the situation and possible ramifications to financial aid awards. If the student wishes to withdraw from the College, the student and counselor will complete a withdrawal form, record the last date attended, and the counselor will forward this form to the Financial Aid Advisor, who will log receipt of the form and create a suspense file for 15 days. The Financial Aid Advisor will then forward the withdrawal form to the AVP for Student Affairs for processing. The Business Office will perform any adjustments, rebills, etc. on the student’s

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account, sign/date the form, and retain the green copy of the form. The AVP of Student Affairs will disseminate the remaining copies of the completed form to the Financial Aid Advisor.

The Financial Aid Advisor will process the withdrawal and calculate any award adjustments or return to Title IV funds as required. The Business Office will run the Financial Aid Transmittal Report (FATR) daily and process any award adjustments or return to Title IV funds identified by the Financial Aid Advisor. The Business Office will also maintain a file of every return to Title IV funds.

- V. A student dropping one or more courses but not withdrawing from the college should consult his/her Student Affairs Counselor, academic advisor, and/or the Financial Aid Advisor beforehand.
- VI. The institution may drop or change course section meeting hours in accordance with institutional capability and as demands change, or according to student interest or community or industrial needs. Conflicts arising from such changes will be resolved in the best interest of the individual student whenever possible.