

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

STATEMENT OF POLICY

POLICY NUMBER: 3-2-203

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POLICY TITLE: DROPPING AND ADDING COURSES

LEGAL AUTHORITY: Section 59-53-51 of the 1976 Code of Laws of South Carolina,
As Amended

**DIVISION OF
RESPONSIBILITY:** Academic Affairs

DATE APPROVED BY BOARD: April 24, 1985

DATE OF LAST REVISION: September 26, 2001

A student may drop or add a course up to a maximum of the first five instructional days of a semester. Courses dropped during this period without attendance shall not appear on the student's transcript. These drop and add periods will be prorated for terms of varying lengths to coincide with the equivalent of the first five instructional days of a semester.

Drop periods may be adjusted under exceptional circumstances including open-entry, mini-term, and evening courses.

The course load of any enrolled student that has registered, has been credited with payment of tuition and has not received a refund for the course load of record on the sixth instructional day, or the equivalent for varying term lengths, is to be counted in the fundable FTE.