ADMINISTRATIVE POLICY # 03.10.07.01 (2020) DROPPING AND ADDING COURSES

Policy Title: Dropping and Adding Courses

Policy Type: Administrative

Policy Number: ADM Policy # 03.10.07.01 (2020)

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

State Board Policy: 3-2-203

Approval Date: 3/31/2020

Responsible Office: Office of the Registrar

Responsible Executive: Vice President of Academic Affairs

Applies to: College Community

POLICY STATEMENT

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.

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DEFINITIONS

No definitions are associated with this policy.

CONTACT(S)

The Vice President of Academic Affairs officially interprets this policy. Additionally, the Vice President of Academic Affairs is responsible for obtaining approval for any revisions as required through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Academic Affairs.

STAKEHOLDER(S)

Campus Community

TITLE: POLICY CONTENTS PUBLICATION

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Vice President of Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval;
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;
- Post the policy on the College's webpage and all other related webpages, in the student handbook, and the College catalog; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: 03/31/2023

- Approval by, date: Area Commissioners, ___N/A_____

- Revision History: None

- Supersedes: DTC Policy# 3-1-019

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no forms associated with this policy.