# Orangeburg-Calhoun Technical College
# Statement of Policy

Title: Course Schedule Changes

Number: 4.018
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Department of
Responsibility: Student Records

Authorization:

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Area Commission Chairman

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President

Date Approved: February 21, 1995

Last Revised: October 27, 2026
Last Reviewed: June 20, 2023

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A student may drop a course up to a maximum of the first five calendar days of a full semester or seven-week term. Courses dropped during this period shall not appear on the student's transcript. A student may add a course up to the first five calendar days of a full semester, but only during the first two calendar days for seven-week terms. The drop and add period will be prorated for other terms of varying lengths to coincide with the equivalent of the first five calendar 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.