

# Orangeburg-Calhoun Technical College Statement of Policy

Title: Course Schedule Changes

Number: 4.018

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Department of  
Responsibility: Student Records

Authorization:

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

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President

Date Approved: February 21, 1995

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Last Reviewed: June 20, 2023

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A student may drop or add a course up to a maximum of the first five calendar days of a semester. Courses dropped during this period shall not appear on the student's transcript. The drop and add period will be prorated for 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.