



TECHNICAL COLLEGE OF THE LOWCOUNTRY

PRODEEDURE: Dropping and Adding Courses

Number: 4.2.5.1

Responsible Department: Student Services

Related Policy: 4.2.5 Dropping and Adding Courses

Updated: July 27, 2026

November 1, 2023

Purpose:

This procedure outlines how students may drop or add a course during a designated, limited period of time immediately following the beginning of each academic term.

Procedure:

A student may drop or add a course up to a maximum number of instructional days to be determined and published by the college. Instructional days are defined as any weekday (M-F) in which classes are in sessions. 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 or other exceptional circumstances, such as open-entry, mini-term, and evening courses.

A student's course load is counted as fundable FTE if the following conditions are met:

- The student is officially enrolled in the course(s), and
- Tuition has been credited as paid for the course load, and
- No refund has been issued for the course load of record, and
- The student remains enrolled as of the day after the drop/add period ends.