

## **MANUAL OF POLICY**

<b>Title</b>	<b>Off-Setting Drops and Adds</b>	<b>3240</b>
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<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>
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<b>Date Approved by Board</b>	<b>Board Minute Order dated March 6, 1997</b>
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In accordance with the Texas Higher Education Coordinating Board requirement regarding off-setting drops and adds, South Texas College allows hours to be dropped and re-added without penalty to the student, prior to the census date, if the exchange is an equal one.

When the charges for dropped hours are greater than for the hours added, the Board adopted refund policy is to be applied to the net charges being dropped. If the charges for hours being added exceeds the charges for hours being dropped, the student would pay the net additional charge.