

ADMINISTRATIVE PROCEDURES

Title: STUDENT SCHEDULE ADJUSTMENTS AND PETITION FOR LATE WITHDRAWAL	Identification: 5.09
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	Effective Date: 04/29/02
Authority: SBE 6A-14.0262; 6A-14.0247 FS 240.314 HCC Rule 6HX-10-3.007	Signature/Approval: Gwendolyn W. Stephenson

PURPOSE

This procedure establishes guidelines for a student to drop or add a course during registration or the adjustment period, withdraw from a course or petition for a late withdrawal.

PROCEDURE

The following procedural guidelines apply for dropping, adding or withdrawing from courses, or for petitioning for a late withdrawal.

1. DROP AND ADD

Schedule adjustments to drop or add a course may be made during registration or adjustment periods. The College calendar, which is published in the HCC Catalog, the Student Handbook and the Credit Schedule, provides the applicable deadlines.

- A. Credit Courses - A student may drop a course during the approved course "drop/add period" and receive a refund of fees. However, the application fee is a non-refundable fee.
- B. Continuing Education Courses - To receive a full refund for dropping a non-credit continuing education course, the drop must occur prior to the second class session. A refund will not be made thereafter.
- C. Seminars and Conferences - refunds for non-credit seminars, conferences or courses not otherwise covered by categories A and B above, will be awarded in accordance with the written guidelines and authorization of the appropriate administrator.

2. WITHDRAWAL

A student may officially withdraw from a course by completing the Student Drop/Add Adjustment form by the published deadline date. Applicable dates for each term are published in the Hillsborough Community College Catalog and Student Handbook (available on-line). A student may also withdraw by notifying the appropriate Office of Admissions, Registration and Records in writing by the designated deadline date for the term. A student who withdraws will receive a "W" for each course, which will become part of the student's permanent record.

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3. **LATE WITHDRAWAL**

A student may also petition to withdraw from a course after the published withdrawal date but no later than one year after the end of the semester in which the course was taken. No refund of tuition and fees will be provided when a withdrawal occurs after the published deadline.

If a student is receiving Financial Aid or veterans' benefits, the withdrawal may result in the student being required to return funds already received. The Petition for Late Withdrawal form must be reviewed and signed by the Financial Aid Office or veterans' benefits clerk.

The Petition for Late Withdrawal form must be reviewed by the counselor and the Office of Admissions, Registration and Records. The counselor and the Admissions Office will submit comments regarding the petition. The campus Dean of Student Services will determine final approval or denial.

History: Formerly 3.411