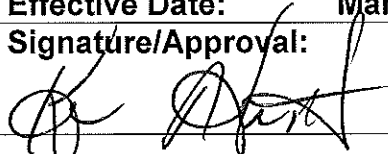


ADMINISTRATIVE PROCEDURES

Title: STUDENT SCHEDULE ADJUSTMENTS AND PETITION FOR LATE WITHDRAWAL	Identification:	5.09
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	Effective Date:	March 24, 2015
Authority: SBE 6A-14.0261 FS 1001.64; 1001.65	Signature/Approval: 	

PURPOSE

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

PROCEDURE

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

1. DROP AND ADD

A student may officially drop or add a course through their HAWKnet account or by completing a Student Drop/Add Adjustment form by the published deadline date. Schedule adjustments to drop or add a course may be made during the registration period or adjustment periods (drop/add period). The College calendar, which is in the HCC Catalog, the Student Handbook, and on the HCC website, provides the applicable deadlines. A student who drops a course will receive a refund for the course. The drop does not become a part of the student's permanent record nor does it count as an attempt for that course.

- A. Credit Courses – During the approved course “drop/add period,” a student may drop a course and receive a refund of fees (late registration fees are non-refundable) and a student may add a course to their schedule.
- 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 with authorization by the appropriate administrator.

2. WITHDRAWAL

A student may officially withdraw from a course through their HAWKnet account or by completing a Student Drop/Add Adjustment form by the published deadline date. Schedule adjustments to withdraw from a course may be made during the withdrawal period. The College calendar, which is in the HCC Catalog, Student Handbook and on the HCC website, provides the applicable deadlines. A student who withdraws from a course will not receive

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a refund for the course and will receive a "W" for the course. The withdrawal becomes a part of the student's permanent record and counts as an attempt for that course.

3. LATE DROP

A student may petition for a late drop from a course after the drop/add adjustment period but no later than one year after the end of the semester in which the course was taken. Petition forms are available at any campus Student Services department. A refund of tuition and fees will be granted should the petition be approved. The course will be removed from the student's permanent record and it will not count as an attempt. If a student is receiving financial aid or veteran's benefits, the drop may result in the student being required to return funds already received. The Petition for a Late Drop must be reviewed by the Financial Aid Office and/or the VA Certifying Official prior to submission.

Students must provide documentation of an extenuating circumstance to be considered for a Petition for a Late Drop. The petition must be submitted at the campus where the course is offered, for review by a Counselor, Financial Aid Representative, Assistant Dean and the Dean of Student Services. The Dean of Student Services will determine final approval or denial.

3. LATE WITHDRAWAL

A student may petition for a late withdrawal from a course after the withdrawal period but no later than one year after the end of the semester in which the course was taken. Petition forms are available at any campus Student Services Department. A student whose petition for a late withdrawal is approved will not receive a refund for the course and will receive a "W" for the course. The withdrawal becomes a part of the student's permanent record and counts as an attempt for that course.

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 a Late Withdrawal must be reviewed by the Financial Aid Office and/or the VA Certifying Official prior to submission.

Students must provide documentation of an extenuating circumstance to be considered for a Petition for a Late Withdrawal. The petition must be submitted at the campus where the course is offered and for review by a Counselor, Financial Aid Representative, Assistant Dean and Dean of Student Services. The Dean of Student Services will determine final approval or denial.

History:

Adopted: 2/19/88; Revised: 9/14/88, 3/4/92, 6/7/94, 7/10/96, 8/5/96, 4/29/02; Formerly 3.411