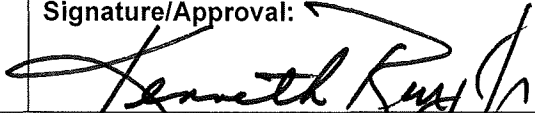


ADMINISTRATIVE PROCEDURES

Title: STUDENT SCHEDULE ADJUSTMENTS AND PETITION FOR LATE WITHDRAWAL	Identification: 5.09
	Page: 1 of 2
Authority: SBE 6A-14.0301 FS 1001.64; 100165	Effective Date: 09/19/19
	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 Portal 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 published in the HCC Catalog, the Student Handbook, and on the HCC website, provides the applicable deadlines. A student who drops a course may receive a refund for the course. The dropped course 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. Sixteen (16) week credit Courses or Late-Start courses are courses beginning after the first day of classes of a semester. 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.
- C. 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.
- D. 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 through their Portal 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 published in the HCC Catalog, the Student Handbook and on the HCC website, provides the applicable deadlines. A

student who withdraws from a course 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 of that course.

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3. LATE DROP

A student may petition for a late drop from a course after the drop/add adjustment period, but no later than ninety (90) calendar days after the end of the term in which the course was taken. If a petition is submitted beyond the 90-day timeframe, the request may be reviewed by the Vice President of Student Services & Enrollment Management. Petition forms are available from any campus Student Services Department via email or in-person. A refund of tuition and fees may 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 supporting documentation of an extenuating circumstance that meets the criteria for a late drop to be considered. The petition must be submitted at the campus where the course or one of the courses is offered and is reviewed 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.

4. LATE WITHDRAWAL

A student may petition for a late withdrawal from a course after the withdrawal period but no later than ninety (90) calendar days after the end of the term in which the course was taken. If a petition is submitted beyond the 90-day timeframe, the request may be reviewed by the Vice President of Student Services & Enrollment Management for approval. Petition forms are available via email or in-person 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 veteran's 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 supporting documentation of an extenuating circumstance that meets the criteria for a late withdrawal to be considered. The petition must be submitted at the campus where the course or one of the courses is offered and is reviewed 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.