

COLLEGE of CENTRAL FLORIDA

POLICY MANUAL



Title: ADMISSION AND READMISSION	Number: 7.00	Page: 1 of 3
	See Procedures: [] Yes [x] No	
Legal Authority: Florida Statutes, 1000.05, 1001.02, 1001.64, 1002.41, 1009.21, 1007.271, 1007.263 FAC: 6A-10.041, 6A-14.060	Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 10/19/88, 10/26/99, 10/22/02, 10/25/05, 3/27/07, 8/24/10, 6/21/11, 2/25/15	

ADMISSION

It is the intent of the college to provide admission opportunities without regard to race, color, religion, sex, age, national origin, marital status or disability. Specific and detailed rules and procedures for admission to College of Central Florida shall be published in the current college catalog and shall conform to state rules and laws. In order to maintain a safe environment conducive to student learning, the right is reserved to deny admission to applicants for any reason deemed to be in the best interest of the college. The college also reserves the right to establish special conditions on admission, if such conditions are deemed necessary to assure a safe learning environment.

Admission to associate degree programs shall require a standard high school diploma or proof that the student has met all standard high school diploma requirements, a high school equivalency diploma (GED) or, in the case of a student who is homeschooled, a signed affidavit submitted by the student's parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of F.S. 1002.41. Students who are enrolled in a dual enrollment or early admission program pursuant to F.S. 1009.271 and secondary students enrolled in college-level instruction creditable toward the associate degree, but not toward the high school diploma, shall be exempt from this requirement.

Students who are residents of countries other than the United States must meet minimum admission requirements as determined by the college. For the purposes of assessing matriculation and tuition fees, a student shall be classified as a resident or non-resident based upon F.S. 1009.21.

If a student is denied admission to the college or a program of study, an appeal may be initiated through the office of the Chief Student Affairs Officer. Specific procedures can be found in the college catalog, Student Handbook, the office of the Chief Student Affairs Officer and the Enrollment Services Center.



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Limited Access Programs

Some programs at the college are considered “limited access” because the number of enrollees is limited according to space or resource availability.

For limited access programs, the President is authorized to establish admission criteria which will be outlined in the college catalog and on the college web site. For most limited access programs, students are required to sign and abide by a statement regarding “Limited Access Program Standards.” For programs that require a licensure examination at the end of the program, the college may deny admission to students who will not qualify to take the license examination unless a special waiver is obtained from the appropriate regulatory agency.

READMISSION

Limited Access Program Readmission

The College of Central Florida is committed to assisting students achieve their career and educational goals through quality instruction in accredited limited access programs of study. With all such programs, the individual student is responsible for initiating and completing the processes for admission, withdrawal and readmission. If a student withdraws from a limited access program and wishes to be readmitted to the program, the following criteria will be used to determine readmission:

- Successful demonstration of competency at the skill level for which they are requesting readmission
- Submission of a readmission application either thirty (30) business days prior to the start of the semester for which they are requesting readmission or by the specific program’s published deadline, whichever comes first
- As with initial entry into limited access programs, readmission of qualified applicants is based on the date the completed application is received by the program office and is subject to space availability. Students may be denied readmission if they have been: (a) dismissed from any limited access program as a result of a professional misconduct



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violation, as described in the Program Standards for each program; or (b) suspended/dismissed from the college as a result of a violation of the Code of Student Conduct. All such incidences will be carefully reviewed by the limited access program administrator as part of the readmission process.

If readmission is denied by the Limited Access Program administrator, students may contact the Office for Instructional Affairs to initiate an appeal of the decision. There they will obtain an appeal form and instructions for completing the process.



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Title: SUBSTITUTE ADMISSION & GRADUATION REQUIREMENTS FOR STUDENTS WITH DISABILITIES	Number: 7.01	Page: 1 of 2
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1000.05, 1007.02, 1007.264, 1007.265, 1001.64 FAC: 6A-10.041	Board Adoption/Revision Approval Dates: 6/13/90, 10/26/99, 10/22/02, 6/21/11	

Eligibility for Substitutions: Any person who has a disability as defined in FAC 6A-10.041 shall be eligible for reasonable substitution for any requirement for admission to the college, admission into a program of study, or for graduation. Documentation must be provided to show that the person’s failure to meet the requirement is directly related to the disability, and that this failure to meet the requirement does not constitute a fundamental alteration to the college or the nature of the specific program. For purposes of this policy, the categories of disability shall be defined in the manner set forth in State Board of Education Rules.

Restrictions: The college will attempt to provide reasonable substitutions within the terms and intent of this policy. Factors such as accreditation standards, licensure or certification requirements, the significance of particular requirements to the program, availability of alternative means of achieving the purpose of the requirement are important considerations in the determination whether reasonable substitutions are available or whether a substitution would constitute a fundamental alteration in the nature of a program. For example, some programs establish external affiliations with organizations, such as hospitals or medical/dental offices, to provide important specialized training; in some instances, reasonable substitutions for such requirements may not be available. The granting of a substitution may not be construed as a representation that the substitution will meet requirements of any testing, licensure, or certifying organization.

Articulation with Other State Institutions: College of Central Florida shall accept all substitutions previously granted by other state postsecondary institutions as they may relate to admission to the college, admission to a program of study, or graduation.

Compliance with Accreditation Standards: No substitution, which would constitute a violation of any requirement by an accrediting organization, shall be granted or accepted pursuant to this policy.

Grievance: Any person who is aggrieved by an administrative decision related to this policy may pursue a grievance through the Chief Student Affairs Officer.



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Procedures: The President or the President's designee shall establish procedures to implement this policy.



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Title: STUDENTS WITH DISABILITIES	Number: 7.02	Page: 1 of 1
Legal Authority: Americans with Disabilities Act; Florida Statutes 1000.05, 1001.64, 1007.02, 1007.264, and 1007.265 FAC: 6A-10.041	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Board Adoption/Revision Approval Dates: 10/22/02, 10/25/05, 6/21/11	

It is the intent of the college, where possible, to remove the barriers preventing qualified students with disabilities from enjoying the same opportunities available to persons without disabilities. The college shall comply with federal and state regulations and guidelines concerning its responsibility for equal access and opportunity. Procedures for reasonable accommodations related to a person's disability are located in the Access Services Office.

An individual who is dissatisfied by an administrative decision related to this policy may pursue an appeal through the Chief Student Affairs Officer.



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POLICY MANUAL

Title: ACADEMIC STANDARDS OF PROGRESS	Number: 7.03	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.02, 1001.64 FAC: 6A-14.060	Board Adoption/Revision Approval Dates: 9/3/80, 12/3/80, 4/2/86, 6/10/87, 10/19/88, 9/28/99, 10/22/02	

It is the policy of the District Board of Trustees to require acceptable academic performance from students enrolled at the College. The President or designee shall establish procedures related to standards of academic progress that include, but are not limited to, academic warnings, probation, suspension, and counseling for students. These procedures shall also include specific standards of academic progress for students receiving financial aid and for those participating in college activities.

The College Standards of Academic Progress serve two purposes:

- To provide a vehicle for early identification of students who are experiencing academic difficulty, and
- To make available a process for providing as much assistance as possible to those students to facilitate their success in achieving their educational goals.

Specific procedures can be found in the College Catalog, Student Handbook, the office of the Chief Student Affairs Officer, and the Enrollment Services Center.



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Title: STUDENT RIGHTS AND RESPONSIBILITIES	Number: 7.04	Page: 1 of 2
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1013.26, 1012.80, 1006.50, 823.01 FAC: 6A-14.0262	Board Adoption/Revision Approval Dates: 10/26/99, 10/22/02, 12/13/05, 9/28/10	

Student Rights: Upon registration, students are entitled to the following freedoms and/or rights provided that their exercise is accomplished in accordance with College procedures and does not result in disruption or disturbance:

- Right to freedom of expression: The basic freedom of students to hear, write, distribute and act upon a variety of thoughts and beliefs is protected. Freedom of expression carries with it the responsibility for seeing that the essential order of the College is preserved.
- Right to hold public forums: The College desires to create a spirit of free inquiry and to promote the timely discussion of a wide variety of issues, provided the views expressed are stated openly and subject to critical evaluation. Restraints on free inquiry will be held to a minimum and will be consistent with preserving an organized society in which peaceful democratic means for change are available. Guest lectures or off-campus speakers sponsored by the student groups may appear on the College campus following approval by the designated College authority for such appearances.
- Right to peaceful assembly: Existing laws, statutes, and policies shall be observed. Student gatherings must not disrupt or interfere with the orderly educational operation of the institution.
- Right to a fair and impartial hearing.
- Right to participate in student government and its process.
- Right to be a member in authorized student organizations.

Student Responsibilities/Code of Student Conduct: The College has established regulations governing student conduct which are considered necessary to preserve and maintain an environment conducive to learning, to ensure the safety and welfare of members of the College community, to encourage students in the development and practice of good citizenship and self-discipline, and to protect property and equipment of the College. The Code of Student Conduct is in effect on College premises, in College vehicles, on properties



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owned by the College of Central Florida Foundation or the College (with the exception of residential facilities), at functions sponsored by or participated in by the College regardless of the locations, and in the immediate vicinity of the College, including, but not limited to, property and roads adjacent to and visible from the campus whenever student behavior is visible or audible to the campus community and constitutes a disturbance, danger or harassment to or of the campus community.

Each student, by registration, assumes the responsibility to become familiar with and to abide by College regulations and acceptable standards of conduct. Students who fail to observe College regulations or to maintain acceptable standards of personal conduct on the campus or at College sponsored functions or facilities are subject to disciplinary action.

If an enrolled student is formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, by a proper prosecuting attorney for an incident which allegedly occurred on property other than College premises, or a function sponsored by or participated in by the College regardless of location, and if that incident is determined to have an adverse impact on the educational program, discipline or welfare of the College, then following standard procedures for suspension, the College has the right to suspend the student pending final adjudication. If the student is adjudicated guilty, then the student may be recommended for expulsion through the normal expulsion procedure. With this exception, the College will not ordinarily impose sanctions on a student who is subject to criminal prosecution for off campus activity.

If a student is charged by federal, state or local authorities with a crime in connection with activity which occurs on campus, as previously defined, or at functions sponsored by or participated in by the College regardless of the location, the College will cooperate with law enforcement's investigation as permitted by statutes governing student privacy and shall follow the procedures set forth under the Code of Student Conduct in regard to its own investigation and penalties.



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Title: DISCIPLINARY ACTION AND RIGHTS OF APPEAL	Number: 7.05	Page: 1 of 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.02, 1001.64	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 10/26/99, 3/26/02, 10/22/02, 6/22/10	

In the administration of college policies and procedures, the fundamentals of basic due process shall be observed in the hearing, resolving, and adjudication of alleged violations of the Code of Student Conduct. A student accused of violating the Code of Student Conduct shall be entitled to procedural rights in any hearing. The Code of Student Conduct shall be placed in publications and on web sites that are readily available to the students.

The President or the President's designee shall establish a disciplinary process and a student appeals process consistent with the civil and legal rights of the student to receive equitable treatment in the area of student discipline.



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Title: STUDENT ACTIVITIES	Number: 7.06	Page: 1 of 1
Legal Authority: Florida Statutes 1001.02, 1001.64, 1009.23, 1009.25, 1009.26 FAC: 6A-14.057	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 11/14/84, 10/19/88, 9/28/99, 10/22/02, 10/25/05, 6/21/11	

It is the intent of the college to provide students with appropriate activities, organizations, and clubs and to allocate funds from collected student activity and service fees to support such activities. A student governance organization will be established as the official representative of the student body in connection with matters relating to the college. All organizations must be open to any College of Central Florida student who meets the entrance requirements of the college and any additional membership requirements specific to a particular organization or club and approved by the college at the time the organization or club is officially recognized by the college. All organizations or clubs must have an advisor who holds the position of full-time faculty, professional, or administrator. Other employees may serve as advisors upon prior approval of the Chief Student Affairs Officer on the Ocala Campus or the Lead Administrator at the Citrus Campus or Levy Center. Student groups seeking recognition by the college as an official club or organization must follow the procedures set forth in the Student Activity Procedures Manual. The Student Activity Budget will be developed and recommended to the President by the Student Life Committee annually. The committee membership consists of students, staff, faculty, and administrators. Student groups not recognized by the college as official organizations or clubs may not participate in the student activity fee budget, planned activities, or free rental of college facilities or use "College of Central Florida" in its name or represent generally that it is an official student organization or club.

A copy of the Student Activities Procedures Manual and other pertinent information are available in the office of the Chief Student Affairs Officer of the college, the administrative office at the Citrus County Campus and the Levy County Center, and the office designated by the President as the responsible authority for student activities.



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Title: ATHLETICS	Number: 7.07	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1000.02; 1001.02; FAC: 6A-14.058	Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 10/19/88, 4/15/98, 10/22/02, 1/28/15	

The Intercollegiate Athletics Program is established as a part of the total education program of the College of Central Florida. The college adheres to the academic regulations established by the National Junior College Athletic Association and the Florida College System Activities Association. Student athletes must comply with all policies relating to admission, financial aid and registration, and must be making satisfactory progress within an approved college program as listed in the college catalog. Equal athletic and scholarship opportunities shall be provided for men and women as per all relevant state and federal rules and regulations.



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Title: STUDENT RECORDS	Number: 7.08	Page: 1 of 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: §1001.64, F.S., §1002.22, F.S., §1006.52, F.S., Family Educational Rights and Privacy Act (20 USC §1232g; 34 CFR Part 99)	Board Adoption/Revision Approval Dates: 9/30/80, 10/19/88, 9/28/99, 10/22/02, 10/25/05, 6/26/07, 1/25/17	

The College of Central Florida is committed to protecting the privacy and access rights of its students by adhering to the Family Educational Rights and Privacy Act of 1974 (“FERPA”) and formulating institutional policies and procedures that govern the maintenance of student records in accordance with Section 1002.22, Florida Statutes. Administrators, faculty, staff and student workers shall respect the rights of students and appropriately maintain the confidentiality of student educational records.

The president may adopt and amend procedures for the implementation of this policy.



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Title: STUDENT FINANCIAL AID	Number: 7.09	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64, 1009.23, 1009.25, 1009.26 FAC: 6A-14.054	Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 10/19/88, 10/26/99, 10/26/99, 10/22/02, 10/25/05	

The College subscribes to the principle that the primary purpose of a financial assistance program is to provide aid to students who demonstrate financial need, academic merit or special talent to assist them in meeting their educational goals. Assistance may be provided through loans, federal, state and/or institutional grants, talent grants, academic scholarships, and/or work opportunity to those who qualify. Students who wish to receive financial aid from College-funded sources should apply for federally-funded aid programs for which they might be eligible.

The College will require students to meet satisfactory academic standards of progress to qualify for and retain federal student financial aid. The College recognizes the student right to appeal a financial aid award decision. A copy of award and appeal procedures is on file in the Office of Financial Aid and the Enrollment Services Center.



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Title: STUDENT COMPLAINTS	Number: 7.10	Page: 1 of 2
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 794.011, 1000.05, 1001.02, 1001.64, 1004.65, 1012.855; Title VII Civil Rights Act of 1964, Amended 1972; Title IX, Section 504 of Rehabilitation Act of 1973, GINA Act of 2008	Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 10/19/88, 6/13/90, 7/18/90, 5/8/96, 10/26/99, 4/24/01, 3/26/02, 10/22/02, 8/23/05, 5/25/10, 6/26/12	

The College of Central Florida is committed to a policy of treating all students fairly. The intent of this rule is to provide a procedure whereby student complaints are processed promptly and resolved fairly.

For purposes of this rule, the term “student” includes applicants for admission to the college.

A student complaint may be any concern a student has about the college or its operations.

A complaint is defined as dissatisfaction that occurs when a student believes that any decision, act or condition affecting the student is illegal, unjust or creates unnecessary hardship. Complaints may include, but are not limited to, academic problems, mistreatment by a college employee, wrongful assessment of fees, records and registration errors, student employment, or any actual or perceived physical or verbal abuse or coercion, and disciplinary matters which are covered under the Code of Student Conduct, awarding of grades, disciplinary matters which are covered under the Student Athlete Code of Conduct. Complaints under this policy may also include allegations of discrimination, harassment and/or sexual harassment based on race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability.

Students will be given adequate opportunity to bring complaints to the attention of the college with the assurance that the proper officials will promptly investigate the facts of the case and evaluate these facts in an objective manner.

Student problems should be resolved, whenever possible, before the filing of a formal, written complaint, and open communication is encouraged so that formal complaint procedures will not be necessary. Informal resolution of complaints may be pursued throughout the process. Confidentiality in the investigation and resolution of complaints is protected to the extent possible under state and federal laws.



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Retaliation: It is a violation of this rule to retaliate or take reprisal against any person who has filed a complaint under this rule.

Reporting, Investigation, and Resolution: The procedure for reporting, investigating, and resolving violations of this rule can be found in the Administrative Procedures Manual.



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Title: GRADE APPEAL PROCESS	Number: 7.11	Page: 1 of 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.02, 1001.64	Board Adoption/Revision Approval Dates: 10/24/00, 10/22/02	

A grade awarded in a course at the College is based on the instructor's professional judgment about the degree to which students achieve the learning objectives for the course. If a student believes a grade has been awarded in error, or unfairly, the student shall have recourse through the grade appeal process.

The President or the President's designee shall establish procedures for bringing a grade appeal.

In the event a student is enrolled in Criminal Justice Standards and Training Commission approved courses in the Criminal Justice Institute, the student's grade appeal shall be processed through the procedures set forth in the Criminal Justice Student Handbook.



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Title: COLLEGE PREPARATORY TESTING, PLACEMENT, AND INSTRUCTION	Number: 7.12	Page: 1 of 2
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.03, 1001.52, 1001.64, 1007.263, 1008.30 FAC: 6A-10.0315, 6A-10.038	Board Adoption/Revision Approval Dates: 6/10/87, 10/19/88, 12/2/98, 10/22/02, 10/25/05, 6/21/11	

Degree-seeking students in either Associate in Science or Associate in Arts programs must enroll in college preparatory course work based on the cutoff scores in place for the SAT, ACT, or state approved placement tests.

Students with SAT or ACT scores below state-mandated cutoff scores are retested, using the state approved placement tests. A student who re-tests successfully may "test-out" of a college prep course, and the CPT scores are entered into student history and transcripts.

In accordance with F.S. 1008.30, public post-secondary educational institution students who have been identified as requiring additional preparation pursuant to sub-section (1) shall enroll in college preparatory or other adult education pursuant to s. 1004.93 in community colleges to develop needed college-entry skills. These students shall be permitted to take courses within their degree program concurrently in other curriculum areas for which they are qualified while enrolled in college-preparatory instruction courses. A student enrolled in a college-preparatory course may concurrently enroll only in college credit courses that do not require the skills addressed in the college-preparatory course. The State Board of Education, in conjunction with the Board of Governors, shall specify the college credit courses that are acceptable for students enrolled in each college-preparatory skill area. A student who wishes to earn an associate in arts or a baccalaureate degree, but who is required to complete a college-preparatory course, must successfully complete the required college-preparatory studies by the time the student has accumulated 12 hours of lower-division college credit degree coursework; however, a student may continue enrollment in degree-earning coursework provided the student maintains enrollment in college-preparatory coursework for each subsequent semester until college-preparatory coursework requirements are completed, and the student demonstrates satisfactory performance in degree-earning coursework. A passing score on a standardized, institutionally developed test must be achieved before a student is considered to have met basic computation and communication skills requirements; however, no student shall be required to retake any test or sub-test that was previously passed by said student. Credit awarded for college-preparatory instruction may not be counted toward fulfilling the number of credits required for a degree.



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Students should enroll in at least one college preparatory course in their first term. A student may take other appropriate college level courses in addition to college preparatory courses if a student chooses to do so. However, all college preparatory courses must be completed prior to enrolling in more than 12 credit hours of college level courses.

Failure to comply with this rule will affect a student's ability to enroll in college level courses and may affect a student's financial aid award.

College preparatory courses cannot be used toward degree requirements, and grades earned in such courses are not calculated in the overall grade point average.

Students shall not enroll for more than three semesters of any college preparatory course. Students enrolled in English as a second language may be exempt from this limitation based on a plan submitted by the institution and approved by the State Board of Education.

Students who score below college level in any area of the common placement test will be notified of alternative remedial options. A display, prominently located in the Enrollment Services Center on the Ocala Campus and the administration office areas on the Citrus Campus and in the Levy County Center, will include, as a minimum, information about options provided by the community college, adult education programs, and programs provided by private sector vendors. Notification of the college's policy will be included in the College Catalog. The college will not endorse, recommend, evaluate or rank any of the providers. Vendors requesting inclusion on the display shall contact the office of the Chief Student Affairs Officer.



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Title: COLLEGE PREPARATORY AND COLLEGE CREDIT_REPEAT FEE EXCEPTION	Number: 7.13	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.03, 1001.64, 1004.93, 1007.263, 1008.30, 1009.26, 1009.28	Board Adoption/Revision Approval Dates: 10/22/97, 9/28/99, 10/22/02	

Students enrolled in the same college-preparatory class within a skill area or a college credit course more than two times shall pay fees at 100 percent of the full cost of instruction and shall not be included in calculations of full-time equivalent enrollments for state funding purposes. Students may be granted an exception only once for each class based on extenuating circumstances. Procedures for implementation of the exception will be developed at the direction of the President, as well as procedures that notify students about appropriate alternatives to traditional college-preparatory instruction.

Additionally, the College shall have the authority to review and reduce payment for increased fees due to continued enrollment in a college-preparatory class or a college credit course on an individual basis, contingent upon a student's financial hardship, pursuant to definitions and fees levels established by the State Board of Education.

The counting for the number of attempts begins Fall term 1997, regardless of the number of previous attempts.

Extenuating Circumstances

Students who withdraw from or fail a class due to extenuating circumstances may be granted an exception only once for each class, provided approval is granted by procedures established by the President or his designee and the student has demonstrated reasonable effort to succeed.

An exception may be granted for extenuating circumstances beyond the control of the student, which may include, but not be limited to:

- Illness of the student of such a severity or duration, as confirmed in writing by a physician, to preclude completion of the course.
- Call to military duty.
- Death or serious illness of an immediate family member.
- NAFTA (documentation on file)
- College error.
- Change initiated by the College.