



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

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