


# PROCEDURE

<b>Subject</b>	<b>Exceptions to the Assessment of the Full Cost of Instruction for Repeating College Credit Courses</b> <small style="text-align: right;">Page 1 of 2</small>	<b>Number:</b> 4.025.01
<b>Source</b>	Vice President, Student Affairs	<b>Reference (Rule #)</b> 6HX14-4.025
<b>President's Approval/Date:</b> 02/25/2014		

**A. Exception to the assessment of the full cost of instruction for repeating college credit courses:**

Students who must repeat a college credit course more than twice shall be required to pay 100 percent of the full cost of instruction equal to the College's non-resident fees at the time of enrollment. An attempt is defined as being registered in a class after the end of the posted add/drop registration period. Students who withdraw or fail a college credit course may be granted a one-time exception to the assessment of the full cost of instruction for repeating the course. Exceptions must be based only on the six (6) following criteria:

- Illness or incapacity due to an accident
- Death of a close family member (mother, father, brother, sister, child, spouse, or other close relative or member of the student's own household)
- Military orders to report
- Documented disability (ADA 28 C.F.R. part 35; SCF Rule 6HX14-1.52)
- Financial hardship (loss of job/income or change in financial situation/Pell eligible)
- Extraordinary situations such as natural disasters.

**B. Request for exception to the assessment of the full cost of instruction for repeating college credit courses**

Any student who requests an exception to the assessment of the full cost of instruction for repeating a college credit course must request an exception in the Advising Services office on any SCF campus. The request must document that the criteria specified in Part (A) above applies.

**C. Review of request for exception to the assessment of the full cost of instruction for repeating a college credit course**

The Advising Services office shall review the student request and associated documentation and, if necessary, shall conduct a personal interview with the student requesting the exception.

Advising Services office will notify the student of the decision.

#### **D. Appeals Process**

Within five (5) business days of receiving the official denial, students may appeal the Third Attempt Fee Waiver Committee's denial decision by providing new or additional documentation to the Associate Vice President, Student Services.

Upon receiving the new or additional documentation, the Associate Vice President of Student Services will have ten (10) business days to review the Third Attempt Waiver Appeal documentation and make a final decision with the consultation of relevant experts as needed (subject matter, disability expert, etc.).

#### **E. Deadlines**

Third Attempt Fee Waiver deadlines are posted each year in the academic calendar.

#### **F. Records**

The Educational Records office shall maintain in the student record file the official action on the request for the exception.