

RULE

Subject	Exceptions to the Assessment of the Full Cost of Instruction for Repeating College Credit Courses Page 1 of 2	Number: 6HX14-4.025
Authority	F.S. 1009.285	Date: 02/18/04
History	01/18/84, 10/22/97	
Source	Vice President, Educational & Student Services	

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 three (3) following criteria:

- (1) **Financial Hardship:** "Financial hardship" shall include current qualifications for federal need-based financial aid. Students with other documented financial hardships may also apply for exception to the assessment of the full cost of instruction for repeating a college credit course. Exceptions for financial hardship may be granted only one time and after the student has demonstrated reasonable effort to succeed in the course. The College may review and reduce payment for increased fees due to continued enrollment in a college credit class, on an individual basis, contingent upon a student's financial hardship.
- (2) **Extenuating Circumstances:** Students who withdraw or fail a class due to extenuating circumstances may be granted an exception only once for each class. "Extenuating Circumstances" are those circumstances determined by the College to be exceptional and beyond the control of the student, which may include but need not be limited to:
 - Serious illness
 - Documented medical condition preventing completion;
 - Death of an immediate family member;
 - Voluntary call to active military duty;
 - Documented learning disability;
 - English as a second language background;
 - Documented change in conditions of employment; and
 - Emergency circumstances or extraordinary situations such as natural disasters.
- (3) Specific music and art classes may be repeated with prior approval by the College.

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 Enrollment Services office on either the Bradenton or Venice 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:

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Subject	Exceptions to the Assessment of the Full Cost of Instruction for Repeating College Credit Courses <small>Page 2 of 2</small>	Number: 6HX14-4.025
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The Enrollment Services office shall review the student request and associated documentation and, if necessary, shall conduct a personal interview with the student requesting the exception.

The finding of the Enrollment Services office shall be final.

D. Records

The Registrar shall maintain in the student record file the official action on the request for the exception.