

# COMMUNITY COLLEGE OF VERMONT

## DROP/ADD and REFUND POLICY

June 6, 2003

Revised: September 1, 2016

*See also:*

*Tuition and Fees policy*

*Financial Aid policy*

*Complaint Resolution policy*

*Enrollment policy*

*CCV Student Code of Conduct*

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### POLICY

CCV has established procedures for students who drop or add any courses for which tuition and/or fees are required. Students who are dually registered at another VSC college are responsible for reading and following the Drop/Add and Refund policies of all institutions in which they are enrolled. Students may Add or Drop a course at any time during the official *Add or Drop Periods*. The official "*Add Period*" is defined as anytime from the start of a registration prior to the second session of the class being added. The official "*Drop Period*" is defined as anytime from the start of a registration period to through the third week of a semester. The College is committed to fair and equal treatment of its many constituents. Toward that end, tuition refunds will be processed only in accordance with established procedures.

### ADDING COURSES

1. Adding is defined as a course registration that takes place on or after the first day of the semester in which the course is taking place.
2. All adds must occur in accordance with CCV's Admissions Policy, Enrollment Policy and established registration procedures. For example, students may only add courses that have available space and for which they are academically eligible.
3. Students may add additional courses as long as the add process is completed before the start of the second class meeting of the desired course(s).
4. If a course is dropped, and a course of equivalent value is added at the same time within the official Add/Drop period, there is no financial penalty. The official switch must occur before the second class meeting of the course being added.
5. The course instructor may consider class meetings missed prior to the completion of the add as absences that count toward the course attendance policy.
6. It is the student's responsibility to adequately prepare for the next class meeting upon being added to a course that has already started.

7. In cases where absence from the first class meeting is considered severely detrimental to a student's potential for success, the college reserves the right to deny permission to add that course after the start of the first course meeting.
8. Exceptions to established procedures for adding courses may be made under extraordinary circumstances by the course's sponsoring Academic Advisor in consultation with the course faculty.
9. The college will notify the faculty member when a student has been added to the class after the first class session.

### **DROPPING COURSES**

1. There are financial and academic consequences to dropping a course. Students considering dropping a course should first consult with an academic advisor and financial aid counselor (if appropriate) to determine the academic and financial implications. The initiation of all drop procedures is the responsibility of the student.
2. Students may drop classes or fully withdraw from a semester only during the first nine weeks of a 15 week semester. (For classes of different lengths, drops must occur in the first 60% of the course).
3. To drop a course, a student must officially notify the College of the drop. This may be done by completing a drop form and submitting it to the college in person, by mail, or online through Student Web Services. The effective date of the drop is the first date of notification using published procedures.
4. A student may not drop all their courses online. Dropping all courses constitutes withdrawing from the college. To do so, the student must complete and submit the official Drop Form which is available online or at any CCV academic center.
5. If a student drops or withdraws from all enrolled courses for a term, the student will be considered as having fully withdrawn from the College. The College reserves the right to administratively withdraw a student who fails to attend all courses for three consecutive weeks. Such action will result in loss or adjustment of a student's financial aid.
6. A course dropped during the official drop period will not appear on a student's academic record.
  - a. After the official Drop Period, and through 60% of the duration of the course (normally the 9<sup>th</sup> week on a 15 week semester), a student may withdraw from a course and will receive a grade of W on the official transcript.

- b. After 60% of the duration of a class, the student receives the grade earned at the end of the semester unless a special withdrawal is granted with approval of the academic dean or designee.
7. The college will notify the class instructor when a student drops the class after the first class session.
8. Students with concurrent enrollment in other VSC institutions should check with the Office of the Registrar in their home institution before initiating drops as Drop/Add policies vary based on college and degree status.

## REFUNDS

1. Students must follow the procedures in dropping courses described above in order to be eligible for any tuition refund.
2. The administrative fee is not refundable when a student drops a course.
3. If the College cancels a course, students registered for that course will receive a full refund of tuition and fees.
4. Tuition refunds will be determined according to the following schedule (Title IV financial aid recipients' financial aid may be affected by their reduced course load/withdrawal):

- a. For a credit course:

| <u>Notification by student</u>             | <u>refund</u> |
|--------------------------------------------|---------------|
| By the day before the first class meeting  | 100%          |
| By the day before the second class meeting | 80%           |
| By the day before the third class meeting  | 50%           |
| On or after the day of the third class     | none          |

Note: An online course begins on the first Tuesday of the course.

- b. For a non-credit course:

| <u>Notification by student</u>            | <u>refund</u> |
|-------------------------------------------|---------------|
| By the day before the first class meeting | 100%          |
| On or after the day of the first class    | none          |

- c. For independent studies and field experiences:

| <u>Notification by student</u>           | <u>refund</u> |
|------------------------------------------|---------------|
| By the day before the first meeting      | 100%          |
| On or after the day of the first meeting | none          |

5. When extraordinary circumstances warrant a student's withdrawal from a course(s), a student may request an exception to the Refund Policy, as per the administrative section of the Complaint Resolution policy. In general, requests for exceptions should be filed not later than 60 days following the withdrawal.