

**COMMUNITY COLLEGE OF VERMONT
ACADEMIC POLICIES**

See also:
Tuition and Fees
Financial Aid
Complaint Resolution for Students
Enrollment Policy

DROP/ADD and REFUND

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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 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.

A. PROCEDURES FOR 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 who have completed the registration process before the first day of the semester 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. Students who have not completed the registration process before the first day of the semester may only add courses that have not started.
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.

B. PROCEDURES FOR DROPPING COURSES

1. The initiation of all drop procedures is the responsibility of the student.
2. CCV strongly encourages any student who wishes to drop a course to consult with an Academic Advisor. In addition, financial aid recipients are strongly encouraged to contact a financial aid counselor before making changes.
3. To drop a course, a student must notify the College of the drop. This may be done by either completing a drop form and submitting it to the college or by notifying the college through the toll-free telephone number. In either case, the effective date of the drop is the first date of notification using published procedures.
 - a. A course dropped during the official Drop Period (normally through the third week of a regular 15-week semester) will not appear on a student's academic record.
 - b. After the official Drop Period, and through 60% of the duration of the course (normally the 9th week in a 15-week semester), the course is listed with a grade of W on the official transcript.
 - c. 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.
4. 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.
5. The college will notify the class instructor when a student drops the class after the first class session.

C. PROCEDURES FOR REFUNDS

1. Students must follow the Procedures for Dropping Courses described above in order to be eligible for any tuition refund.
2. The registration fee is not refundable when a student drops a course.
3. Prior to the third class meeting of the course being dropped, a student can drop one course and add another of equal value without financial penalty. **However, students may not add any course after the start of the desired course's second class meeting.**
4. If the College cancels a course, students registered for that course will receive a full refund of tuition and fees.

5. 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 semester-long 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

b. For a weekend 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	50%
On or after the day of the second class	none

c. 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

d. 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

e. For an online or hybrid course:

<u>Notification by student</u>	<u>refund</u>
By Friday of the first week of the semester	100%
By Friday of the second week of the semester	80%
By Friday of the third week of the semester	50%
After Friday of the third week of the semester	none

6. 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 for Students policy. In general, requests for exceptions should be filed not later than 60 days following the withdrawal.