

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 4015

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PROCEDURE TITLE: Guidelines for Exception to Course Load Reduction Under the Standards of Academic Progress (SOAP)

STATUTORY REFERENCE: FLORIDA STATUTE 1006.50

BASED ON POLICY: IV-5 Student Rights and Responsibilities

EFFECTIVE DATE: July 2, 1979

Last Revision Date: November 20, 2023

LAST REVIEW DATE: ~~November 20, 2023~~; February 12, 2024

I. PURPOSE

To establish a procedure for review and consideration regarding an exception to students' course load reductions as outlined in [College Procedure 4010](#) Standards of Academic Progress (SOAP).

II. PROCEDURE

The College has established a procedure for students who are not in good academic standing under the Standards of Academic Progress (SOAP) to request an exception to course load reductions. They are as follows:

- A. Probation and Extended Course Load Reduction statuses
Students in these statuses may meet with college staff to request to exceed course load reductions. Students not approved to exceed course load reductions by college staff may appeal to the Director of Advisement or designee. Students not approved to exceed course load reductions by the Director of Advisement or designee may appeal the decision to their home campus' Dean of Students or designee and their decision is final.
- B. Course Load Reduction 1, 2, or 3 statuses
Students in these statuses may submit a request to exceed course load reductions to the Director of Advisement or designee at their home campus. Students not approved to exceed course load reduction by the Director of Advisement or designee may appeal the decision to their home campus' Dean of Students or designee and their decision is final.

1. Documentation


Students will be encouraged to complete the "Exception to Course Load Reduction Questionnaire" form and present evidence/supporting documentation that reflects a change in circumstances in order to enroll beyond course load reduction.

2. Academic Improvement Plan

Students must meet with a Student Success Advisor prior to enrolling in courses to develop an academic improvement plan which may include a referral(s) to academic support/tutoring and/or student support services, career advising, learning style assessment, and/or enrollment in a Student Life Skills (SLS) or other prescribed intervention course. Students may also be required to reduce their course load.

3. Decision and Record of the Appeal

The decision of the Dean of Students or designee is final on behalf of the College. Students will be informed of the decision in five (5) business days.

	02/12/2024
PRESIDENT	DATE