

# MANUAL OF POLICY

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**POLICY NUMBER:** IV-35

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**POLICY TITLE:** Student Appeal of Course Withdrawal and Forgiveness Limitations, Full Cost of Instruction Assessment, and an Appeal/Approval Process

**LEGAL AUTHORITY:** FLORIDA STATUTES 1009.28 AND 1009.285  
STATE BOARD OF EDUCATION RULE 6A-14.0301, FLORIDA ADMINISTRATIVE CODE

**DATE OF LAST REVIEW:** 6/21/2005, 6/19/2007, 7/21/2009, 7/19/2011, 7/16/2013 and 9/17/2024

**DATE OF BOARD ACTION:** 11/16/2000, 3/18/2003, 7/22/2003, 6/21/2005, 7/21/2009, 7/16/2013 and 9/17/2024

I. COURSE WITHDRAWAL AND FORGIVENESS EXCEPTIONS:

The District Board of Trustees authorizes the Administration to develop a process to determine whether to grant an exception to the course withdrawal and forgiveness limitations.

II. FULL COST OF INSTRUCTION EXCEPTIONS:

The District Board of Trustees authorizes the Administration to develop a process to determine whether, due to documented extenuating circumstances, an exception should be granted to the full cost of instruction assessment. Extenuating circumstances are those determined to be exceptional and beyond the control of the student.

III. APPEALS PROCESS

The District Board of Trustees authorizes the administration to establish a process for students to appeal the course withdrawal and forgiveness limitations or the full cost of instruction assessment through a petition process. When circumstances are sufficient to warrant an administrative decision without a formal committee process, the Deans of Student Services or their designee, are authorized to make exceptions to the financial and academic procedures of the College, subject to applicable laws.

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## IV. DEFINITIONS

The following procedures provide further definitions of the withdrawal and forgiveness, full cost of instruction, and appeals process:

Procedure 4016 - Course Withdrawal and Forgiveness: Exceptions Defined

Procedure 4017 - Full Cost of Instruction for Repeat Attempts

Procedure 4018 - Student Petitions Process

	9/17/2024
<b>CHAIRMAN</b>	<b>DATE</b>