

MANUAL OF PROCEDURE

PROCEDURE NUMBER:	4017	PAGE 1 of 2
PROCEDURE TITLE:	Fees for Repeated Enrollment in Developmental Education and College Credit Courses	
STATUTORY REFERENCE:	FLORIDA STATUTES 1009.28 AND 1009.285	
BASED ON POLICY:	IV-35 Student Request of Course Withdrawal and Forgiveness Limitations and Full Cost of Instruction Assessment	
EFFECTIVE DATE:	January 13, 2004	
LAST REVISION DATE:	February 11, 2014	
LAST REVIEW DATE:	February 11, 2014	

I. PURPOSE

Florida Statutes 1009.28 and 1009.285 provide that students enrolled in the same developmental education course and/or college credit course more than twice shall pay 100% of the full cost of instruction and shall be excluded from calculations of full-time equivalent enrollments for state funding purposes. However, students who withdraw or fail a class due to extenuating circumstances may be granted an exception--only once for each class--provided that approval is granted according to policy established by the District Board of Trustees. Fourth or subsequent course attempts are not eligible for a reduction of full cost of instruction requests, and therefore will not be considered.

This procedure describes the extenuating circumstances that may be considered to determine an exception to the full cost of instruction assessment.

II. PROCEDURE

- A. Extenuating circumstances are those determined to be exceptional and beyond the control of students. These circumstances include, but are not limited to, the following:
1. Serious illness
 2. Documented medical condition preventing completion of the course
 3. Death of an immediate family member
 4. Involuntary call to active military duty
 5. Documented disability, as defined in Miami Dade College Manual of Procedure 4055
 6. Documented change in condition of employment resulting in a hardship
 7. Other emergency circumstances or extraordinary situations such as natural disasters

8. Financial hardship


The above exceptions will be considered on a case-by-case basis. The College may require students to submit additional documentation. The College may reject documentation that does not support extenuating circumstances and/or that appears to have been altered. All documentation may be subject to verification.

B. Operating Procedures:

The College has established operating procedures to consider requests for reduction of full cost of instruction. They are as follows:

- i. Students must submit a completed request form to the Student Dean's Office or designee. The Student Dean's Office or designee will maintain a request log.
- ii. The Student Dean's Office or designee will provide written notification to the student regarding approval or denial of the request. All approved requests, along with the necessary documentation, will be forwarded to the Office of Admissions and Registration for processing by the 100% refund date of the major term in which the reduction of fees for the course is sought.

The decision of the Student Dean shall be final on behalf of the College and is not subject to further appeal within the College.

	
2/11/2014	
PRESIDENT	DATE