REASON

AMEND “STUDENT INITIATED WITHDRAWAL POLICY”
(Amend Board Report No. 23394, Adopted September 11, 2002)

WHEREAS

The current Student Withdrawal Policy adopted by the Board September 11, 2002, and effective Fall 2002, was revised to provide guidance regarding course durations (within a semester) that are less than the normal 16 weeks, and reads on pg. 16 of the Student Policy Manual:

If a student withdraws formally during the official first five days of the beginning of the semester, 80% of applicable tuition (or non-resident tuition) shall be refunded. For courses that meet only on Friday evenings, Saturdays, and Sundays, a student is entitled to an 80% refund of tuition and fees if he/she withdraws prior to the second class meeting. If a student withdraws after the second class meeting, no refund of tuition or fees shall be made. Registration charges are not refundable.

WHEREAS

The current policy does not address the differences in class duration or class start date during a particular term. Therefore, the following amendment to the withdrawal policy is being adopted, effective beginning Fall 2005 semester:

100% of applicable tuition (or non-resident tuition) shall be refunded if a student withdraws formally prior to the first day of class.

For a normal 16-week class, 80% of applicable tuition (or non-resident tuition) shall be refunded if a student withdraws formally within the first 8 days of the class (including weekends and holidays). No refund will be allowed if a student withdraws formally after the first 8 days of class.

For classes with class durations longer or shorter than 16 weeks, the number of days (starting from the first day of class) allowed for withdrawals and eligible for 80% tuition refund will vary proportionally.

If a student withdraws formally from a laboratory class, lab fees will be refunded at the same percentage applied to the corresponding tuition refund.

There will be no refund for Continuing Education classes once classes have begun.

Registration charges and program fees are non refundable.

Beginning Fall 2005 semester, late registration fees will no longer be assessed.

NOW THEREFORE BE IT RESOLVED, that the Board hereby:

1. Adopt this proposed amendment to the Student Withdrawal Policy for immediate implementation, and
2. Authorize the Chancellor to publish and distribute the revised Student Withdrawal Policy to all students.

August 4, 2005