VI:02:11 NON-CREDIT CEU STUDENT SCHEDULE CHANGES

Purpose
The purpose of this policy is to outline the procedures for dropping, adding, or withdrawing from non-credit programs.*

General Procedures
Students who wish to change their non-credit schedule after their registration has been processed for the semester must complete a change form – Drop/Add Form or Withdrawal Form. These forms must be signed by the Director of Non-Credit Instruction or the Assistant Vice President for Continuing Education and Economic Development.

Drop/Add
If a student drops a non-credit course or workshop and the number of CEUs in which the student has enrolled for the semester is not reduced to “0,” a drop form is completed. A student must submit a written request to drop a class. The amount of refund determined is based on the date the student made the request, verbally or in writing.

If a student adds a non-credit course or workshop and increases the number of CEUs in which the student has enrolled for the semester, an add form is completed. The additional fees will be assessed.

Withdrawal: Student Initiated
If a student drops all non-credit courses/workshops in which the student has enrolled for the semester, a withdrawal form is completed. Any refund will be determined according to VSCC Policy VI:02:02.

In order to withdraw, a student must submit a written request to the Division of Continuing Education and Economic Development. The amount of refund determined is based on the date the student made the request, verbally or in writing.

Withdrawal: Administrative
Non-credit faculty, in consultation with the Assistant Vice President for Continuing Education and Economic Development, may initiate an administrative withdrawal of a student. Persistent absence, disciplinary reasons, and disruptive or threatening behavior are cause. Additional cause is cited in VSCC Policy VI:02:07 (Pre-College Students). The faculty member and the student are notified of the administrative withdrawal.

The Division may initiate an administrative withdrawal of a student for failure to meet financial or other obligations to the institution.

All withdrawals must be approved by the Director of Non-Credit Instruction. Any appeals and/or exceptions must be directed in writing to and approved by the Assistant Vice President of Continuing Education.

* Program is defined as a single course or workshop/seminar as well as a series of courses leading toward a Certificate of Completion.