

## **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.