



Santa Fe College Rules Manual

Title: **Exception to Student Fees for Repeated Attempts of College Preparatory Courses** **Procedure 7.11P**

Based on Rule 7.11

Effective Date: Fall Term 1997

Purpose: To state the College's commitment to help under-prepared students succeed in their college preparatory work and set forth policy for dealing with exceptions to paying additional fees after the first attempt, due to extenuating circumstances and financial hardships.

Florida Statute requires student to pay 100% of the full cost of remediation for certain repeated attempts of college preparatory courses. However, the statute authorizes the Board of Trustees to establish policy regarding one-time exceptions for these charges in cases of extenuating circumstances and/or financial hardship.

This procedure consists of three major parts. Parts A and B focus on achieving the intent of the legislation, which is to help students succeed in their college preparatory courses. Part C deals with exceptions that address circumstances that are beyond the control of the student.

- A. Initial Intake/College Prep Advisement Prior to initial enrollment, college preparatory students will be advised of various SF program offerings and college preparatory requirements. Also, students will be informed of alternative means available for remediation before they enroll in college, including adult education and private vendors. Students will register for appropriate courses in accordance with program requirements and college placement scores.

- B. During College Prep Enrollment The college prep staff will advise students of practices that promote retention and student success while promoting student responsibility. Students who choose not to follow the advice of staff will sign acknowledgment forms indicating that they are aware that they will pay 100% instructional costs if they have to repeat prep courses as required by statute and that they will not be eligible for exemptions.

The state statute acknowledges that circumstances may occur in the lives of students that are beyond their control and these circumstances may prevent them from successfully completing the preparatory courses in any one attempt. Part C of this procedure sets

forth the system for addressing, within the parameters of the statute, those exceptions for students who have demonstrated reasonable effort to pass the course.

C. Exceptions

1. Requests for exceptions due to extenuating circumstances and/or financial hardship will be submitted to the Chair, Academic Foundations any time throughout the semester. These requests must be supported by the student and the instructor.
2. A college prep faculty committee that is appointed by Chair, Academic Foundations will review and process the exception requests periodically.
3. Exceptions shall be based only on extenuating circumstances and/or financial hardship and a student may receive only one exception for each college prep course.
4. Extenuating circumstances are those circumstances determined by the College to be exceptional and beyond the control of the student, which may include, but not be limited to, these documented situations:
 - a. Serious illness
 - b. Medical condition preventing completion
 - c. Involuntary call to active military duty
 - d. Learning disability
 - e. English-as-a-second-language background
 - f. Significant change in conditions of employment
 - g. Other emergency circumstances or extraordinary situations, such as natural disasters
5. The criteria for determining financial hardship should include, but not be limited to, qualification for federal need-based financial aid. Students with other documented financial hardships may also be considered. In either case, the exception will be granted only after the student has demonstrated reasonable effort to succeed in the course.
6. The student will be notified of the faculty committee's decision regarding the exception as soon as possible.

Subsequent Registration

- A. Unless agreed otherwise, students who are granted exceptions will enroll the following semester they are in college and will pay the regular tuition rate. The

College will include these students in calculations of full-time equivalent enrollments for state funding purposes.

- B. Students who are not granted exceptions will pay 100% instruction costs when they repeat the course. The College will not include these students in calculations of full-time equivalent enrollments for state funding purposes.