

Registration Changes and Withdrawals

A change of program includes the following: dropping a class, adding a class, or changing sections of the same course.

Students are expected to plan their schedules carefully with the aid and approval of an advisor or counselor and to endeavor to maintain enrollment throughout the semester. Students are held accountable for every course for which they have registered and are responsible for filing all program changes and withdrawals according to the procedures in the class schedule. Failure to do so could result in a grade of "F."

Last Day to Withdraw

Board Policy 6030.1

The District allows students to withdraw from classes without penalty until the last day of the fourteenth week or the seventy-fifth percent point of a semester or session, whichever is less.

A. The designated student grade responsibility date shall occur on the last day of the fourteenth week of instruction or at the seventy-fifth percent of a semester or session, whichever is less. The academic record transcript of a student who remains in a class beyond the fourteenth week of instruction or seventy-fifth percent point in a session must receive a grade of A, B, C, D, F, CR, I or NC.

B. Where verified cases of extenuating circumstances exist, a student or his or her representative may petition to be allowed to withdraw from a class or classes after the grade responsibility date. The petitioning process is to commence with the Executive Vice President for Academic and Student Affairs after consultation with the instructor(s) of record, or in the event the instructor cannot be contacted, the Dean for Instruction. Extenuating circumstances include verified cases of accidents, illnesses, or other circumstances beyond the control of the student which prevent him or her from completing the class or classes. Where such withdrawals are approved, the symbol "W" may be granted.

C. Petitions to withdraw from a class after the grade responsibility date must be presented within two (2) years from the time the grade was assigned.

Refund Policy

Board Policy 5030

Requests for refunds are accepted at the Cashier's Office until the deadline indicated in the class schedule. Refunds can be authorized only after a refund application is submitted within the prescribed time limits. Refunds must be requested, they are not issued automatically.

If a student is receiving Title IV financial aid and withdraws from all classes, a return to Title IV (R2T4) calculation will be performed in keeping with federal regulation. If the student is entitled to receive additional funds, a letter will be sent to the student by the college to advise them of the amount of aid

and to ask if he or she would like to receive it or decline it. Frequently the R2T4 calculation will require the student to repay a portion of the federal grants he or she received. Federal work study earnings never need to be repaid.

When the college cancels a class, refunds will be issued upon request from the student. The request must be filed during the semester for which the class was cancelled. When the college makes a time change in a class which prevents the student from attending, the student must drop the course and apply for a refund. Deadline dates for dropping courses and submitting refund applications as stated in the schedule of classes must be met.

Please read carefully, not all fees are refundable.

Enrollment fees are refundable if a class is dropped on or before the "last day to drop and be eligible for a refund." This is at the end of the second week of class for full semester classes. Refund dates for classes less than a semester in length are provided in the class schedule and on the CMC website.

The parking fee is refundable if classes are dropped on or before "last day to drop and be eligible for a refund," if the student completely withdraws from school. It is not refundable for a reduction of program. The parking sticker must accompany the request for refund.

Non-resident fees are refundable for a reduction of program or for a complete withdrawal providing the student files for refund before the refund deadline.

See the current class schedule or the CMC website for the deadline to drop to be eligible for a refund, and deadline to request a refund.