

A. INFORMATION ON ADMINISTRATIVE RECORD CHANGE FORM

The Seminole Community College Refund Policy is listed in the College Catalog and schedule of classes. In addition, the last date for a record change is printed on the Schedule and Fee Receipt.

The student is requesting an **exception** to Seminole Community College drop/add policy. Students may request to be dropped from a course after the published drop/add period; however, this requires an administrative record change. The result of an administrative record change may be a refund of 100% of the matriculation and tuition fees. Seminole Community College allows an administrative record change due to an emergency or extraordinary circumstance. This may include but is not limited to medical emergency, involuntary call to active military duty, or other extraordinary circumstance beyond the student's control. No record change is approved unless the student supplies the necessary documentation that supports the reason for the change. If the student cannot provide documentation, the request for an administrative record change will be denied.

THIS REQUEST FOR ADMINISTRATIVE RECORD CHANGE MUST BE FILED PRIOR TO THE BEGINNING OF CLASSES FOR THE NEXT SUCCESSIVE TERM. FAILURE TO FILE THE FORM IN A TIMELY MANNER MAY BE CONSIDERED AS A REASON FOR THE DENIAL OF THE REQUEST.

B. GUIDELINES

Seminole Community College does recognize that emergency or extraordinary circumstances do sometimes occur resulting in students missing classes and finding themselves in a situation where they believe they cannot possibly make up the missed classes and assignments. If this is the case, the student should:

1. **Discuss the circumstances with the instructor(s).** The instructor may be able to provide some assistance or guidance which could assist the student in completing missed assignments and/or course work.
2. **Withdraw from course(s), if there is no chance of successfully completing the course(s).** Remember, student should discuss the withdrawal with the instructor first and submit the completed course withdrawal form to the Office of Enrollment Services prior to the official deadline to withdraw, which is published in the **College Catalog** and **Schedule of Classes**. *Student's failure to officially withdraw by the published deadline could result in receiving a failing grade, F, in the course(s).*
3. **Submit a request for Administrative Record Change Form, a letter of explanation, and documentation to the Enrollment Services and Technology Office.** The student should understand that this change is not an automatic process and depends upon individual circumstances. The college defines emergency or extraordinary circumstances to include medical emergency, involuntary call to active military duty, or other extraordinary circumstance beyond the student's control.

C. IF THE REQUEST IS NOT APPROVED, IT IS USUALLY DUE TO ONE OF THE FOLLOWING CONDITIONS:

1. Student did not provide documentation and/or an explanation with the Administrative Record Change Form.
2. The request for Administrative Record Change Form was received in the Enrollment Services and Technology Office after classes have started for the next successive term.
3. Student did not withdraw from classes. The emergency or extraordinary circumstances which would cause a student to request a change would also require the student to withdraw from classes.
4. Student did not demonstrate that the circumstances which caused him to withdraw from college were either an emergency or extraordinary and beyond his control.
5. Student changed jobs or work hours. This is NOT a reason for refund.
6. Student has a problem with an instructor or course content. This is NOT a reason for refund. Student should see instructor/department chair/dean.
7. Student did not understand drop/add policy or any other pertinent college policy. This is NOT a reason for refund.
8. Student would like to get rid of "W" or "F." Student should see instructor/department chair/dean.
9. Student did not know the class meeting dates/times. This is NOT a reason for refund.
- . No refunds for judiciary dismissal within current term. Refunds may be given for semesters for which student has not begun (e.g., Term B) but has already paid.