

CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-5203
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STUDENT COURSE ADDS

Students who are not enrolled at the time 20% of the course hours have passed are not counted in the college census and, for that reason, are not eligible for state funding. Students will not be allowed to enroll in a course if 20% of the course hours have elapsed, regardless of their attendance.

Students may file a Petition for Exceptional Action claiming that extenuating circumstances beyond their control resulted in the necessity to add a course after the deadline. This petition should be submitted to the Admissions and Records Office. Students will be required to substantiate their claims of extenuating circumstances. Petitions lacking reasonable documentation of extenuating circumstances may be denied by the Dean of Admissions and Records.

The student should continue attending the course until the petition is acted upon by the Dean of Admissions and Records. Students may appeal the decision to the Vice President of Student Services.

Adopted:05/20/97
Revised04/24/06

Citrus College Policy 5203 - Student Course Adds