



## ADMINISTRATIVE REGULATION AND PROCEDURE

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Title: PRORATION OF FEES AND CREDITS

Code: DD0400

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Policy Reference: N/A

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Students may enroll in individualized instruction classes after the start of a semester or term. If the remaining time is not sufficient to complete the course, the fee is reduced or prorated.

The standard credit is recorded on the scholarship record with a grade of incomplete if necessary.

Some courses, such as in summer school, are scheduled for less time than the course requires. In this case, the Class Scheduling Department prorates both the fees and credits when the class is organized. This prorated fee will be shown in the published class schedule.

A prorating schedule is published annually by the registrar whereby fees are adjusted at 70, 50, or 25 percent based upon the class time remaining for students entering the class late.

Office of Responsibility: Student Services - Registrar