



**ADMINISTRATIVE
REGULATION AND
PROCEDURE**

Title: PRORATION OF FEES AND CREDITS

Code: DD0400

Policy Reference: N/A

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

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

Some courses, such as those taken during summer school, are scheduled for less time than typically required. In such instances, the Class Scheduling Department will prorate both the fees and credits to when the class is organized. This prorated fee will be displayed 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
Last reviewed on May 11, 2021