A person registered and classified as a student, but whose program is curtailed for other than academic reasons and is allowed to carry a reduced program, may have his/her status changed to that of special student and shall be charged as outlined in this policy.

**Policy**

**General**

**Board of Trustees Resolution No 63-21 reads in part:**

"....A person who registers and commences classes initially as a student, but whose program is later curtailed for academic reasons, does not change his/her status during that quarter or semester to that of special student...."

- "Curtailed for academic reasons" means that the college has advised the student to reduce his/her course load because of the possibility of failure.
- In those cases in which the program is curtailed for other than academic reasons, for example, if the student must work to stay in college and is allowed to carry a reduced program, the following policy shall apply.

**Guidelines**

A person who has registered and been classified as a student, but whose program is curtailed for other than academic reasons during the periods established under the Schedule of Tuition Liability (Refunds –Tuition and
Fees), may have his/her status changed to a special student and shall be charged as follows:

- The number of credit hours remaining multiplied by the appropriate credit hour charge for special students; plus
- The liability percentage as provided under the Schedule of Tuition Liability applied to the difference between the amount the person was originally charged as a student and the re-evaluated charges as a special student.

Examples (Using generic tuition rates for illustration purposes; $2,500 for Semester and $1,800 for Quarter)

### Semester Student

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tuition charge for semester for a New York State resident student enrolled in a program leading to a baccalaureate degree taking 13 undergraduate semester credit hours</td>
</tr>
<tr>
<td></td>
<td><strong>STUDENT DROPS A 3 HOUR COURSE DURING 3RD WEEK</strong></td>
</tr>
<tr>
<td>2</td>
<td>Tuition charge as a New York State resident baccalaureate program special student for the remaining 10 semester credit hours ($2,500/12 = 208.33 x 10 credits = $2,083.33)</td>
</tr>
<tr>
<td>3</td>
<td>Difference between amount originally charged as a student and the re-evaluated charges as a special student.</td>
</tr>
<tr>
<td>4</td>
<td>Liability percentage as provided by Schedule of Tuition during 3rd week.</td>
</tr>
<tr>
<td>5</td>
<td>Tuition liability for difference between amount originally charged as a student and the re-evaluated charges as a special student.</td>
</tr>
<tr>
<td>6</td>
<td>Total tuition liability</td>
</tr>
<tr>
<td>7</td>
<td>Refund due student</td>
</tr>
</tbody>
</table>

### Quarter Student

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tuition charge for New York State resident student enrolled in a program leading to a baccalaureate degree taking 13 undergraduate quarter credit hours.</td>
</tr>
<tr>
<td></td>
<td><strong>STUDENT DROPS A 3 HOUR COURSE DURING 3RD WEEK</strong></td>
</tr>
<tr>
<td>2</td>
<td>Tuition charge as a New York State resident special student for the remaining 10 quarter hours ($1,800/12 = $150 x 10 credits = $1,500.00)</td>
</tr>
<tr>
<td>3</td>
<td>Difference between amount originally charged as a student and the re-evaluated charges as a special student.</td>
</tr>
<tr>
<td>4</td>
<td>Liability percentage as provided by Schedule of Tuition during 3rd week.</td>
</tr>
<tr>
<td>5</td>
<td>Tuition liability for difference between amount originally charged as a student and the re-evaluated charges as a special student.</td>
</tr>
<tr>
<td>6</td>
<td>Total tuition liability</td>
</tr>
<tr>
<td>7</td>
<td>Refund due student</td>
</tr>
</tbody>
</table>

### Definitions

**Curtailed for Academic Reasons** - The college has advised the student to reduce his/her course load because of the possibility of failure.
**Special Student** - A special student at a campus operating on a semester basis is any person registered for fewer than 12 semester hours of work; or a student at a campus operating on a quarter basis registered for fewer than 12 quarter hours; or a student attending a summer session, which is not a regular quarter or semester.

---

**Other Related Information**

There is no related information relevant to this policy.

---

**Procedures**

There are no procedures relevant to this policy.

---

**Forms**

There are no forms relevant to this policy.

---

**Authority**

Tuition, Fees and Charges (8 NYCRR 302)

Board of Trustees Resolution No 63-21

---

**History**

Amended – August 29, 2018

- Examples revised to reflect generic tuition charges of $2,500 per Semester and $1,800 per Quarter for illustration purposes.

Amended - June 30, 2003

- Policy revised to reflect new tuition charges effective with the 2003 fall term.

Amended - July 14, 1995

- Policy revised to reflect new tuition charges effective with the 1995 fall term.

Amended - August 19, 1992

- Policy revised to reflect new tuition charges effective with the 1992 fall term.

Amended - June 17, 1991

- Policy amended to reflect new tuition charges effective with the 1991 fall term.

Amended - June 3, 1991

- Revised to reflect new tuition charges instituted with the 1991 spring term.
Amended - November 26, 1984

- Policy amended to reflect new tuition charges effective with the spring 1985 term and remove obsolete reference to the Regents Examination and Scholarship Center.

Amended - April 28, 1965

- Policy revised to indicate that the policy is to be used only if the student is not eligible for a State University Scholarship and the student has not been certified on an RESC voucher.

Appendices

There are no appendices relevant to this policy.