

3354:1-30-03.10 Request for Course Reinstatement Due to Non-Payment

- (A) Cuyahoga Community College assumes that students will take responsibility for paying their tuition and fees by the payment deadline. The College is not obligated to reinstate students into completed courses from which they have been dropped due to non-payment. However, if a student meets the eligibility requirements below and wishes to obtain a grade, the following procedure is in place to assist the student with successfully completing their academic goals.

- (B) Eligibility
 - (1) In order to be eligible for course reinstatement, a student must complete the following process:
 - (a) Complete the course for which they have been dropped for non-payment.
 - (b) Contact the Enrollment staff /Manager at any campus to determine which course(s) were dropped and the amount of the tuition and fees due.
 - (c) Make payment in full of the outstanding balance due at the Enrollment Center.
 - (d) Email the course instructor, copy the Enrollment Center staff, and request that the instructor submit the student's grade on a paper Change of Grade form to the Enrollment Center staff.

- (C) Guidelines
 - (1) The College's procedure on course reinstatement due to non-payment requires reinstatement to all of the courses the student was dropped from due to non-payment during that term, not just a course or courses of the student's choice.
 - (2) The deadline to complete the process set forth in section (B) above, is thirty (30) days after the applicable term ends. Students that have not resolved course reinstatement and tuition payment within 30 days of the end of the term will be required to retake the course.
 - (3) The College will not reinstate a student in courses for which the student has either not completed or has failed, for the sole purpose of obtaining federal financial aid.
 - (4) Upon payment in full of the outstanding balance due and submission of the student's grade by the instructor, if appropriate in accordance with this procedure, then the course(s) will be reinstated and posted to the student's academic transcript and the student will be notified via email when this process has been completed.

Effective Date: August 15, 2018

Prior Effective Date: May 28, 2014

Procedure Amplifies: 3354:1-30