



# Memo from Crafton Council

**To:** Academic Senate  
**CC:** Wei Zhou, Ph.D.; Rebecca Warren-Marlatt, Ph.D; Mike Strong  
**From:** Bryan Reece, Ph.D.  
**Date:** October 28, 2016  
**Topic:** 24 Hour Drop Policy

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## 1.0 Background

In an effort to increase enrollment, expand student access and improve college revenues, CHC and SBVC are considering an extension of the “24-hour drop for non-payment of fees” policy starting with the Fall 2017 registration. Our current procedure requires students to pay all fees within 24 hours of registration or they are dropped from their course(s). Keith Wurtz and his staff did a compressive assessment of this policy in August and found that CHC will likely expand enrollment by about 100 fulltime equivalent students (approximately \$500,000 apportionment revenue each semester), if we extend the drop period.

## 2.0 Proposal

The Crafton Council recently took this issue up and believes it is a good idea to move the implementation of this to the Spring semester of 2017. The full implementation scheduled for Fall 2017 cannot be implemented by the Spring 2017; however, an incremental step can be taken by leaving the “24-hour drop for non-payment of fees” policy in place for the spring semester, but suspending enforcement of the policy for the semester. Students will still be required to pay their fees, but they will not be dropped from classes. CHC will proceed with existing procedures to collect fees:

- Student will receive notification from the college that their fees are due.
- Student may have negative credit consequences.
- Student may receive contact from a collection agency.
- Student will not be allowed to access their transcripts.
- Students will not be allowed to register for the next semester.

These procedures are already in place and used by the college when students fail to pay other fees at the college.

## 3.0 Request

The Crafton Council requests the CHC Academic Senate to support non-enforcement of the “24-hour drop for non-payment of fees” procedure for the 2017 spring semester,.

#### 4.0 Pros and Cons

The Crafton Council discussed this issue at length. A summary of pros and cons can be found below.

If the "24-hour drop for non-payment of fees" policy is not enforced during the spring 2017 semester . . .	
Pros	Cons
~100 fulltime equivalent students will register for classes	CHC may lose ~\$50,000 in uncollected fees
Low income students will have an extended period of time to find funding for their fees	Faculty will need to be more diligent about dropping no-shows
CHC will collect ~\$500,000 additional dollars in apportionment funding	Students who think they can drop by not paying fees may be surprised by their ongoing enrollment (if faculty do not drop all no-shows)
CHC will be able to collect data on the impacts of this approach	