

AP 5075 Course Adds, Drops, and Withdrawals

Adding Courses

Students may add classes through the registration period. Students may add open entry/open exit courses at any time through the last week of classes.

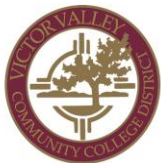
After the registration period concludes, students can add classes during the add authorization period when the instructor officially authorizes the add or provides the student with an authorization code. The add authorization period begins the week the class begins and ends the day before the census of the class. Instructors are required to add students who are present during the first day of class, for in person classes, or who email the instructor for online classes, and the class is not filled to cap.

A student is not registered for a class if their name does not appear on the official class roster. Students on a waitlist are not officially registered in the class.

After the registration period concludes, classes may only be added by formal request from the student to the Admissions and Records Officer or designee.

Withdrawals

- No notation shall appear on the student's academic record for courses dropped before the census date. Census occurs on the third Monday of a standard 16-week course, or at the 20% point for a course that falls outside the standard 16-week academic calendar. If the third Monday falls on a holiday, the census date will be moved to Tuesday, the next business day.
- Withdrawals, or drops, are permitted through the established withdrawal deadline, which is 75% of the course for credit courses and 60% of the course for non-credit courses. Students who drop a course after the first census date through the withdrawal deadline will receive a "W" (Withdrawal) on their academic record. The "W" (Withdrawal) shall not be used in calculating a student's grade point average (GPA) but shall be used in determining progress notice (previously referred to as academic probation) and progress pause (previously referred to as academic dismissal) of a student.
- Drops submitted after the course withdrawal deadline ~~of the course~~ will not be authorized. An evaluative grade (A, B, C, D, F, FW, P, NP) must be given.



A student may withdraw from a course and receive a “W” (Withdrawal) grade no more than three times. After the third withdrawal, a student must submit a Course Repeat Petition to request permission to enroll in the course again. The District provides a registration intervention and support for students with multiple withdrawals, including the petition process, early alert, and withdrawal surveys.

If the petition is approved, the student must receive a grade or a non-evaluative symbol other than a “W” upon completion of the course and the District shall not claim apportionment for that additional repetition.

A **military withdrawal** (“MW”) will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. A military withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol of “MW” shall be assigned at any time after the period established by the District during which no notation is made for withdrawals. In no case shall a military withdrawal result in a student being assigned an “FW” grade.

An **excused withdrawal** (“EW”) will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt, nor will it be counted in progress probation and dismissal calculations. An excused withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting their ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is subject to immigration action, or other extenuating circumstance making completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of the student’s behavioral violation or if the student requested and was granted mid-semester transfer. Upon verification of these conditions and consistent with the District’s required documentation substantiating the condition, a withdrawal symbol of “EW” may be assigned at any time after the period established by the District during which no notation is made for withdrawals. Students have 24 months from the end of the applicable term to submit an Excused Withdrawal Petition and supporting documentation. In no case shall an excused withdrawal result in a student being assigned an “FW” grade.

While primary responsibility for class attendance and maintaining an accurate registration record rests with the student, the instructor has the responsibility for maintaining accurate and proper accountability records for state apportionment requirements. Students are responsible for adding or dropping courses. Instructors shall review and clear their rosters of inactive students no later than the last business day before the course census date.



“Inactive students” include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses and are therefore dropped by the instructor, except if there are extenuating circumstances.

See Administrative Procedure 4225 Course Repetition.

References:

Title 5 Sections 55024 and 58004