AP 5075 Adding, Dropping, and Withdrawing from Courses

References:
    Title 5 Sections 55024 and 58004

Adding Courses

Students may add courses through the registration period. The first two weeks of full- semester courses – short term courses have individual dates. Dates are posted on the Academic Calendar.

After the registration period concludes, courses may only be added by submitting a Petition to Add or Drop a Course Late and must be approved by the Vice-President Instruction/CIO.

Courses added after the census date will not be counted in apportionment.

Dropping Courses

Students who drop courses by the published, course-specific Add/Drop deadline are entitled to a 100% refund.

It is the student's responsibility to drop or withdraw from courses that they do not wish to attend.

Withdrawals

Drops are authorized through the day before census without restriction or academic penalty and no grading symbol will be recorded on the student's academic record. Students who drop a class on the census date and through the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less) will receive a grading symbol of a withdrawal ("W"). This grading symbol will count towards units attempted and the maximum times (three) to attempt a course.

Instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for all students by indicating "NS" on census roster. "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 with the last day of attendance.

Military Withdrawals

Military withdrawal "MW" will be issued to military service members who receive orders for active duty compelling withdrawal from courses. The "MW" will not be counted in progress probation or dismissal calculations. The district will refund the entire fee unless academic credit has been awarded. To receive an MW, the student must complete a withdrawal form and present documentation to the Chief Instructional Officer.

Excused Withdrawal

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 his/her ability to complete a course(s). Reasons may include:
- a job transfer outside the geographical region,
- an illness in the family where the student is the primary caregiver,
- an incarcerated student in a California state prison or county jail released from custody or involuntarily transferred before the end of the term,
- a student subjected to immigration action,
- or other extenuating circumstance making completion impracticable and in accordance with Title 5 Section 55024.

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 a mid-semester transfer.

To receive an EW, a student must complete a withdrawal form and submit it, along with appropriate documentation, to the Chief Instructional Officer. 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. In no case shall an excused withdrawal result in a student being assigned an "FW" grade.

Attempts at a Course

As of July 1, 2012, students will not be permitted to attempt a course more than three times. For more information, see AP 4225.

Reference: AP
#4225 Approvals:
Academic Policies: January 22, 2020
Academic Senate: May 13, 2020

Classified Senate: February 20, 2020
Cabinet: May 5, 2021