

AP 5075 Course Adds and Drops

Adding Courses

Students may add classes through the registration period in accordance with the dates and procedures outlined in the Schedule of Classes, the Catalog, and on the District's website. Late registration begins on the first day of instruction. An add code is required for all open and closed classes during late registration. The add code is issued by a faculty member and must be used by the last day of the late registration period. Add codes may only be used by the students to whom they were given by a faculty member. Students may not sell or give add codes to another student.

Students are not registered for a class if their name does not appear on the class roster. Students on a waiting list are not officially registered in the class.

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

Withdrawals

Withdrawals, or drops, are authorized through 61% of the term. Students who withdraw or drop classes prior to the date census rosters are due will receive no notation on their academic record. A drop after the "no notation period" and before 61% of a course will have a "W" assigned.

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 of courses to their schedule of classes. Each faculty member shall clear the class roster of inactive students no later than the end of the last business day before the census day for all students.

Drops by Faculty Members

- **Before Census**

Faculty members shall clear their class rosters of inactive students not later than the end of the last business day before the census date. According to the Education Code, a student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. "No longer participating" includes, but is not limited to, excessive absences. "Extenuating circumstances" are verified cases of accidents, illness, or other circumstances beyond the control

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of the student. The “drop date” shall be the end of business of the day immediately preceding the census date.

- **After Census**

In addition, after census, faculty members should drop students that become inactive and are no longer participating in the course.

Withdrawals by Students

Withdrawal from a class after the drop deadline shall be authorized in the event of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. The student must file a petition at the Admissions and Records Office with documentation for review by the Petitions Committee. Petitions Committee must notify the instructor before changing the grade.

The District policy shall establish the number of times (not to exceed three times) that a student may withdraw and receive a "W" symbol on his or her record for enrollment in the same course. The District policy may permit a student to enroll again in a course after having previously received the authorized number of "W" symbols in the same course in colleges within the District, but in that case, the District policy shall provide that the student will receive a grade or, where applicable, have a non-evaluative symbol other than a "W" (as defined in Title 5 Section 55023) recorded on his or her academic record unless:

- The District does not claim apportionment; and
- The District policy permits additional withdrawals for which it does not receive apportionment and the official designated in the District's policy approves such withdrawal after a review of a petition submitted by the student.

References: Title 5 Sections 55024 and 58004

Approved: 05/20/14