

POLICY FOR DROPPING COURSES

(Full-term and Short-term Classes)

If a student must drop a course(s) before or after class starts, it is the student's responsibility to drop online via MyChaffeyVIEW.

Full-term Classes (17½-weeks): A student who drops a class or is dropped by an instructor *on or prior* to 30% of the course will receive no entry on his/her permanent record for that class; however, the student is still accountable for payment of fees. A student who drops a class or is dropped by an instructor *after* 30% of the course and *on or before* 75% of the course will receive a "W" on his/her permanent record for that class.

A student may not drop or withdraw from a course(s) or may not be dropped by an instructor *after* 75% of the course has elapsed. The student must be awarded a grade of "F" or "FW" *after* 75% of the class. Refer to your Registration Receipt (available on MyChaffeyVIEW) or the Schedule of Classes for specific drop dates for full-term classes.

Short-term Classes: Drop dates vary for short-term classes based on the start date of the class, number of meeting times and length of the class. Refer to your Registration Receipt (available on MyChaffeyVIEW) for specific drop dates for short-term classes.

IMPORTANT NOTICE
IT IS THE STUDENT'S RESPONSIBILITY TO DROP FROM CLASSES!

Education Code T5 58004, 58508

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