DROPS OR WITHDRAWALS

Drops or withdrawals may be done by an instructor or by a student online through the My Chaffey portal via MyChaffeyVIEW.

Title 5, section 55003(l), states that there are only two circumstances under which a student may be involuntarily dropped from a course: (1) excessive absences; and (2) “as a result of disciplinary action taken pursuant to law or to the student code of conduct.”

There is no longer a provision that allows a drop due to “lack of academic effort.”

A student may drop or withdraw only before 61% completion of the class. An instructor may also drop or withdraw a student for lack of attendance only before 61% completion of the class.

After census, students should not rely on instructors to drop or withdraw them from a class.

Dropping or Withdrawing within established deadlines:

- **Dropping without a W Grade**
  An Instructor/Student initiated drop prior to the census deadline will result in no entry on the student’s permanent record for that class. Refer to the Academic Calendar for exact dates.

- **Dropping with a W Grade**
  An Instructor/Student initiated drop, after the census deadline and on or before 61% of the course, will result in a W grade on the student’s permanent record. Refer to the Academic Calendar for exact dates.

After 61% completion of class, students may not drop themselves, nor be dropped by an instructor. In addition, the instructor must issue the student a final grade.

Failure to officially drop or withdraw by the drop deadline may result in the assignment of an F (Failing) or FW (Unofficial Withdrawal) grade by the instructor. W grades are reserved for system drops and should not be instructor-assigned.

**Note:** Instructors will receive notification of online student drops by e-mail. Instructors will not be notified of students dropped manually in the Admissions and Records Office. Instructors must have a Chaffey College e-mail account to receive notification. If you do not have a Chaffey College e-mail account, contact the Human Resources Department.

**Process for instructor initiated Drop:**

- Log into the My Chaffey portal
  - If you experience difficulty logging in, click on the “First Time Users” link on the portal log-in page
- Select MyChaffeyVIEW from the Launchpad
- Select the Faculty Icon
- Select the drop action
- Access the appropriate class roster
- Select the appropriate action from the drop-down menu
- Submit the drop
- Print confirmation
- Print updated roster