
Student Services

AP 5075 COURSE ADDS AND DROPS

References:

Title 5 Sections 55024 and 58004

Adding Courses

Students may add classes through the registration period.

After the registration period concludes, classes may only be added by formal request from the student to the instructor of record.

Withdrawals (Title 5 Section 55024)

Withdrawals, or drops, are authorized through 75% of the term. Students who withdraw or drop classes prior 20% of the term will receive no notation on their academic record.

Faculty members shall clear their rolls of inactive students no later than the end of the last business day before the census day for all students.

“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.

The District must establish the number of times that a student may withdraw from a class and receive a “W.” Students will not be permitted to withdraw and received a “W” in a class more than three times. In the case of multiple withdrawals, the District offers counseling services as its intervention program.

Students may be permitted to enroll in a class after having received the maximum authorized number of “W” symbols, as long as the students will receive a grade or a non-evaluative symbol other than a “W” upon completion of the course, if 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.

Date Approved: March 18, 2014

(This is a new procedure recommended by the Policy and Procedure Service and its legal counsel)