AP 5075  **CREDIT** COURSE ADDS AND DROPS

References:
- Title 5 Sections 55024 and 58004

**Adding Courses**
Students may add classes through the registration period for full-term classes or by the last day to enroll for short-term classes on-line through the MyCOM Portal or in-person at the Office of Admissions and Records as described in the most current Schedule of Classes and website.

**Late Enrollment Procedures**
After the registration period concludes or after the last day to add short-term classes, students may petition to add classes by submitting a Petition to Add a Class Late Form provided there is verifiable documentation that extenuating circumstances occurred. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. All supporting documents must be attached to the petition at the time of submission to the Office of Admissions and Records.

Students will be informed of the decision by Admissions and Records within ten days of submitting the petition. If the petition was approved, the student must notify the instructor that they are officially enrolled in the class. If the petition was denied, the student is requested to inform the instructor that the petition for late enrollment was denied.

Deadline dates for submitting the Petition to Add a Class Late is published in the most current Catalog, Schedule of Classes and on the website. Petitions to add a class late will not be accepted after these dates.
Withdrawals
Withdrawals are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. Students may withdraw from class using the online process described in the current class schedule or they may submit a Drop Form to the Office of Admissions and Records. It is the student’s responsibility to withdraw from class by the official deadline dates published in the most recent Catalog, Schedule of Classes, and website. Students who withdraw or drop classes during the first four weeks or 30% of the term, whichever is less, will receive no notation on their academic record.

Pursuant to Title 5 Section 58004, 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. Instructors may clear their rolls of any student who does not attend the first class meeting, including mandatory orientation sessions for distance education courses. Students not attending the first class meeting must notify the instructor in writing to request that their place be held in the class. Students who do not notify their instructors that they are not attending the first class meeting, may lose their place in the class. Students who do not provide proof of meeting course pre-requisites at the first class meeting may also be removed from the roll. For online courses, a student may comply with these requirements electronically by accessing the course website or emailing the instructor during the first official week of the semester.

“Inactive students” include:
- **Students identified as no-shows.** “No-shows” are defined as students who did not attend courses at any time.
- **Students who officially withdraw.** Students who have (a) initiated action to cancel enrollment in all courses or (b) has had such initiated by authorized college personnel in accordance with Board policies.
- **Students who are no longer participating in a course** shall be dropped as of each census day or date.

Military Withdrawal (Title 5 Section 55024(d))
Military withdrawal occurs when a student, who is a member of active or reserve United States military services, receives orders compelling a withdrawal from courses. The Board of Trustees authorizes that upon verification of such orders, a symbol of MW will be assigned and military withdrawals shall not be counted in progress probation or dismissal calculations. In no case would a military withdrawal result in a student being assigned an “FW” grade. (Also see AP 5013 titled Students in the Military)

Withdrawals after 75% of the term or 14th week
The Board of Trustees authorizes withdrawal from classes due to documented unusual circumstances beyond the control of the student after the last day of the 14th week or 75% of the term (whichever is less), and delegates such authority to the Superintendent/President or designee to administer.

Noncredit classes are by their nature open-entry, open-exit classes; therefore, students may add or withdraw at any point in the term using the process described in the class schedule and website. Instructors shall clear their rolls

- of students who do not attend the first two class sessions after initial enrollment, and
- of inactive students as soon as they know students will not return.

Students will not be permitted to withdraw and received a “W” in a class more than four times. 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, unless:

- Students withdraw from the class prior to the end fourth week of instruction or 30% of the term, whichever is shorter, or a shorter period established by the District; or
- 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 which shows the withdrawal is justified because of extenuating circumstances.

Office of Primary Responsibility: Admissions and Records

NOTE: The red type signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in blue type is additional language to consider including in this procedure. The language in green ink reflects revisions recommended by the Dean of Enrollment Management. The language in gray ink reflects revisions recommended by AS. The language in purple ink reflects revisions recommended by ASC. Final rewrite by ASC 4/22/10. Approved by Academic Senate 4/22/10.

Date Approved:

(This is a new procedure recommended by the CC League and the League’s legal counsel)