

## **AP 5075      Course Adds and Drops**

Reference: ***Title 5, Sections 55024, ~~55758~~, 58004 and 58509;***  
***Student Attendance Accounting Manual; and Board***  
***Policy 5070***

Date Issued: December 18, 2007      Updated: ~~July 17, 2018~~

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**NOTE: This procedure is legally required. Local practice may be inserted. The following illustrative example meets legal minimum requirements.**

### **Adding Courses**

Grossmont-Cuyamaca Community College District (District) students may add classes through the ~~official program adjustment period~~ registration period. These additions are subject to class size limits. After the ~~program adjustment~~ registration period concludes, classes may only be added by formal petition from the student to Admissions and Records Office.

### **Withdrawals by Students**

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. Students who withdraw or drop classes during the first two weeks or ~~30%~~ 20% of the term, whichever is less, will receive no notation on their academic record.

A student who withdraws after this period, but before the end of the fourteenth week of a course, or the expiration of 75 percent of a term, whichever occurs earlier, shall receive the withdrawal symbol "W" on his/her/their transcript, unless the District selects an earlier final withdrawal date. The "W" shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal of a student.

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 Committees.

### **Drops by Instructors**

Instructors shall clear their rolls of inactive students no later than the end of the last business day immediately preceding the census day for all students by completing the *Census Roster*. This includes ensuring all students in attendance are on the official class roster and that all students on the official class roster have attended class at least once before census. In addition, after census, instructors should drop students that become inactive and are no longer participating in the course. "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.

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 unexcused absences (normally defined as more

than the number of times the class is scheduled to meet per week) but must relate to nonattendance. "Extenuating circumstances" are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions defined by the Governing Board and published in regulations. The "drop date" shall be the end of business of the day immediately preceding the census day.

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.

A military withdrawal ("MW") will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. A military withdrawal occurs when a student on active or reserve status in the United States military or National Guard receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol of "MW" shall be assigned to all courses affected by the military withdrawal.

An excused withdrawal ("EW") will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt, nor will it be counted in progress probation and dismissal calculations. An excused withdrawal occurs when a student withdraws from a course due to an extraordinary condition under Title 5 Section 58509. In no case shall an excused withdrawal result in a student being assigned an "FW" grade.

As of June 2012, students will not be permitted to enroll in a course, through a combination of substandard grades (D, F, NP, NC, and W) more than three times. Students may be permitted to enroll in a class after having received the maximum authorized number of attempts if approved through the General Petitions process and evidence of extenuating circumstances.

A student will be permitted to withdraw from a class and receive a "W" no more than 3 times. In the case of multiple withdrawals, the District offers the following intervention program: Retention through Academic and Support Services.