

# AP 5075 Course Adds and Drops

## Reference:

***Title V5, Sections 55024, 58004***

## Adding Courses

Students may add full-semester length courses through the late registration period or short-term courses through 5% of the course length or open entry courses before the designated time. After the specified registration period concludes, courses may be added only with written permission from the Vice-President of Student Services or designee.

## Withdrawals

Withdrawals, or drops, are authorized through the last day of the 12<sup>th</sup> week of instruction or 75% of the term, whichever is less. Students who withdraw or drop classes during the first two weeks or 10% of the term, whichever is less, will receive no notation on their academic record. Pursuant to AP 4230 (Grading and Academic Symbols) withdrawals are noted as follows:

- For full 16 week terms (spring and fall)
  - During the first two (2) weeks of the term, Day 1 of the term through the end of Day 7 of the term No Record Shown (NRS) will apply
  - Week three (3) Day 8 of the term through 75% of the term (12<sup>th</sup> week of instruction), a "W" will be applied
  - 76% of the term through 100% of the term, a grade of "F" will apply
- For summer term
  - Day 1 of the term through the end of Day 2 of the term, "NRS" will apply
  - Day 3 of the term through 75% of the term, a "W" will be applied
  - 76% of the term through 100% of the term, a grade of "F" will apply
- For other short term courses
  - "NRS" will apply on Day 1 of the term or course
  - "W" will apply through 75% of the term or course
  - "F" will apply for 76% through 100% of the term or course

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.

"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

Effective the summer term of 2012, the District has established the number times that a student may withdraw from a class and receive a "W". Students will not be permitted to withdraw and receive a "W" in a class more than twice. Should a student withdraw from a class following a third attempt, the student will receive the grade they would have received had they not dropped.

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 does not claim apportionment, and
- 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.

**Tentative Approval:**

Amended by the Board of Trustees: August 14, 2012

Amended by the Board of Trustees: March 8, 2011

Amended by the Board of Trustees: March 9, 2010

Approved by the Board of Trustees August 13, 2002