



Book	Administrative Procedures
Section	Chapter 5: Student Services
Title	Course Adds and Drops
Code	AP 5075
Status	Active
Adopted	July 21, 2004
Last Revised	March 29, 2013

References: *Title 5, Sections 55024 and 58004*

Adding Courses

Students may add classes using WebAdvisor through the last day to add open classes. Thereafter, classes may only be added by submitting an add form, signed by the instructor, to the Office of Admissions and Enrollment Services.

Withdrawals

Withdrawals, or drops, are authorized through the last day of the thirteenth week of instruction of the fall or spring semester or 75% of the course, whichever is less. Students may drop a class by the established deadline using WebAdvisor or by filing an appropriate form at the Office of Admissions and Records. The academic record of a student who remains in a course beyond the time allowed by district policy must reflect a symbol as authorized in AP 4230, Grading Symbols, other than a "W." No notation ("W" or other) shall be made on the academic record of the student who withdraws by the end of the last business day before the census date (or 10% of course for short-term courses).

Instructors must use WebAdvisor to clear their rolls of inactive students not later than the end of the last business day before the census day for all census-based courses. State apportionment funding can only be collected for students actively enrolled on the census day.

"Inactive students" include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the course.

Withdrawal – maximum attempts

A student may withdraw from a course and receive a "W" symbol on his/her transcript for enrollment in the same course a maximum of three times. If the student who has withdrawn from a course two times attempts to register for that course again, the student will be referred to a counselor to help determine what is causing the need for repeated withdrawals. The student may enroll again in the same course; however, the student will receive a grade (A, B, C, D, F, P, NP) recorded on his or her academic record unless: (1) the student withdraws from the course prior to the end of the last business day before the census date (or 10% of course for short-term courses); or (2) the district does not claim apportionment for the additional enrollment and the Director of Admissions and Enrollment Services approves a withdrawal based on documented extenuating circumstances beyond the control of the student.

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