



Reference: *Title 5 Sections 55024 and 58004*

Adding Courses

Students may add classes during the registration period up until the day before the first day of class. After the first day of class, students may add classes through the registration period with instructor add authorization.

Withdrawals

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the class, whichever is less. A student may withdraw from a class or classes prior to the end of the fourteenth week or prior to attending 75% of the class sessions of a short term course and receive a grade of "W" (Withdrawal). Students who withdraw or drop classes prior to the course census date will receive no notation on their academic record.

Instructors shall clear their rolls of inactive students not later than the end of the last business day before the census date for all students. Prior to the census date, faculty are notified by the Enrollment Services Office of the census date for all courses. Enrollment Services advises faculty of the date to use for "no shows."

"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

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

A student may petition for an exception to be permitted to enroll in a course after receiving two W's in that course. The student must meet with a counselor to petition to repeat the course for a third time. The counselor will discuss strategies with the student to help ensure they successfully pass the course. The counselor will help the student complete the petition to repeat and forward the petition to the Registrar's Office for processing.

Military Withdrawals

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 who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol of “MW” may be assigned at any time after the period established by the District during which no notation is made for withdrawals. In no case shall a military withdrawal result in a student being assigned an “FW” grade.

Excused Withdrawals

An Excused Withdrawal (EW) is acceptable when a student withdraws from a course(s) due to reasons beyond their control which include, but are not limited to, the following:

- Job transfer outside the geographical region
- Illness in the family where the student is the primary caregiver
- An incarcerated student in a correctional facility or county jail is released from custody or involuntarily transferred before the end of the term (in the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student’s behavioral violation or if the student requested and was granted a mid-semester transfer)
- The student is the subject of an immigration action
- Death of an immediate family member
- Chronic or acute illness
- Verifiable accidents
- Natural disasters directly affecting the student

Verifiable documentation can include, but is not limited to a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student’s completion of a course is impractical. The California Community Colleges Chancellor’s Office defines impractical as impossible due to reasons beyond the student’s control. The determination shall be made by the local college’s admissions and records office.

A student may request to use an EW for only one course or all courses in a term depending on the reason for the request. It is possible that a student, based on an illness for example, is not able to participate in an in-person course but is able to continue with online courses. Colleges should use individual case facts to determine the continuity of some courses and not others.

Students may submit their petition for an EW in the Admissions and Records Office. The college Registrar is responsible for reviewing and processing petitions for an excused withdrawal.

Reimbursement for Excused Withdrawal

The district will not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10% point of the length of the course for a short-term course, unless the program change is a result of action by the district to cancel or reschedule a class or to drop a

student pursuant to subdivision (1) of section 55003 where the student fails to meet a prerequisite.

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