

Adding Courses

Students may add classes through the registration period (10 percent deadline of class); however, students may register in open, unrestricted classes through SURF only until midnight prior to the start date of the class.

Once the start date of any class occurs, students may register for a class only with instructor permission using a permission code obtained from the instructor. Permission codes may be used through the 10 percent deadline of a class.

For classes that begin with fewer enrollments than the class capacity as published in SURF, instructors shall grant permission to enroll the number of students equal to the published class capacity by the end of the first-class meeting. Any additional enrollments above the class capacity are at the discretion of the instructor.

Late Adds

After the second week or 10 percent deadline, only students with extenuating circumstances may petition to add a class. Extenuating circumstances include administrative errors, institutional circumstances, and verified cases of accidents, illnesses, or other circumstances beyond the student's control.

The student must first seek recommendation from the instructor of the class. If they are willing to recommend a late add, the instructor must explain on the late-add petition how the student will make up instructor contact hours and outside-of-class work. The petition is then submitted to the appropriate instructional dean for review and approval. The approved petition must be submitted to the Admissions and Records Office within five business days of the instructor's signature date or the permission to add will be withdrawn. If the instructor or instructional dean refuses to sign the petition, the student may neither add the course nor appeal the decision.

Withdrawals

Withdrawals or drops are authorized through the 75 percent deadline of the session. Students who withdraw or drop classes prior to the 10 percent deadline of the session receive no notation on their academic record.

Instructors shall clear class rosters of inactive students no later than the end of the last business day before the census day for all students. "Inactive students" include the following:

- Students identified as no-shows
- Students who officially withdraw
- Students who have been dropped from the course. 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 but must relate to nonattendance. In an online environment, nonparticipation in course activities will be interpreted as nonattendance (see Administrative Procedure 4105).
 - "Extenuating circumstances" are cases of accidents, illnesses, or other circumstances beyond the control of the student.

Instructors must define course attendance policies and what constitutes excessive absences in their syllabus.

Instructors may continue to drop students through the 75 percent point of the course. To drop students, instructors shall use the instructor-drop roster via SURF. Instructors must indicate a last day of attendance for students designated as financial-aid or veterans-benefit recipients. In order to document the last day of attendance, instructors should maintain records of student attendance.

Military Withdrawals

Members of an active or reserve military service in the United States who receive orders compelling a withdrawal from a course or courses will be permitted to withdraw at any time during the session. Upon verification of such orders by the Director of Admissions and Records, a withdrawal symbol ("MW") may be assigned after the 10 percent deadline of a session.

Military withdrawal shall not be counted in progress notice and/or progress separation calculations.

Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

In no case will a military withdrawal result in a student being assigned a failing grade. Upon approval, the student will also receive a refund of the entire enrollment.

Excused Withdrawal (EW)

Excused withdrawal occurs when a student is permitted to withdraw from a course(s) due to extenuating circumstances beyond the control of the student affecting their ability to complete a course(s). "Extenuating circumstances" means cases of accidents, illnesses, or other circumstances beyond the control of the student. Colleges shall

proactively engage with the student or their representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal. If mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol ("EW") on their transcript. Students shall not be denied an excused withdrawal due to a college's inability to respond to the petition or to provide sufficient assistance to mitigate the student's circumstances.

A student who is requesting a grade of EW shall submit a petition to the Committee on Exceptions with a written explanation of their extenuating circumstance. Once an evaluative grade has been assigned, supporting documentation is required. Upon verification of conditions consistent with the issuance of an EW grade the symbol may be assigned after the 10 percent deadline of a session.

An excused withdrawal shall be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation.

An excused withdrawal shall be assigned if a student withdraws from a course due an extraordinary condition under section 58509.

Excused withdrawal shall not be counted in progress notice and progress separation calculations.

Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

Permitted Number of Enrollments

"Course enrollment" occurs when a student receives an evaluative (A, B, C, D, F, P/CR, NP/NC) or nonevaluative (I, IP, RD, W) symbol for a course. Enrollments include any combination of withdrawals and repetition. Grade of EW and MW will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

A student may enroll in a non-repeatable course up to three times under certain circumstances (see Administrative Procedure 4225).

Certain activity, performance, and skill courses are designated as repeatable and may be repeated up to three times for a total of four enrollments as provided for in Administrative Procedure 4225. This limitation applies even if a student receives a "W" during one or more enrollments in such a course.

Students may petition to the Committee on Exceptions for one additional enrollment beyond the authorized number of enrollments for non-repeatable or repeatable courses under the provisions specified in Administrative Procedure 4225.

Intervention in Cases of Multiple Withdrawals

Students who have withdrawn from a course twice will be contacted notified by Admissions and Records, advised about limits on enrollment, and encouraged to see a counselor to discuss options.