Adding Courses

Students may add classes through the registration period. The add deadline for primary-term length and fifteen-week courses is the end of the first week of classes or, with instructor permission, the end of the second week of classes. The add deadline for short-term courses (other than fifteen-week courses) is five (5) business days starting on the first day of the course. Exceptions to the add deadline will be noted in the schedule of classes.

After the registration period concludes, classes may be added only by petition from the student to the instructor of the class and the appropriate instructional dean. Permission may be granted for administrative error, institutional circumstances, or unavoidable extenuating circumstances, such as verified cases of accidents, illnesses, or other circumstances beyond the student's control.

The student must first seek recommendation from the instructor of the course. If he or she is willing to recommend late enrollment, the instructor must explain on the petition form how the student will make up the missed instructional time. 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 (5) business days of the instructor's signature date.

Withdrawals

Withdrawals or drops are authorized through the last day of the fourteenth week of instruction or 75 percent of the term, whichever is less. Students who withdraw or drop classes during the first two weeks of the term for primary-length courses or 10 percent of the course for short-term courses will receive no notation on their academic record.

Instructors shall clear their rolls 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 are no longer participating in the course and are therefore dropped by the instructor
- Students with excessive absences as defined by the instructor in the syllabus for the course

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References: Title 5, §§55024, 58004, 58161
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.

**Military Withdrawals**

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 a course or courses. Upon verification of such orders, a withdrawal symbol ("MW") may be assigned at any time after the period established by the Board of Trustees during which no notation is made for withdrawals.

Military withdrawals shall not be counted in progress probation, in dismissal calculations, or in calculating the permitted number of withdrawals. In no case will a military withdrawal result in a student being assigned a failing grade.

**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, MW) symbol for a course. Enrollments include any combination of withdrawals and repetition.

A student may enroll in a non-repeatable course up to three times under certain circumstances (see Administrative Procedure 4225). For example, a student who enrolls and withdraws from the same course three times will not be permitted to enroll a fourth time. Likewise, a student who withdraws from a course once and receives a substandard grade (D, F, NP/NC) upon the second enrollment will be allowed to repeat the course for a third enrollment to alleviate the substandard grade; however, if the student withdraws from the course or receives a substandard grade upon the third enrollment, he/she will not be allowed to enroll in the course a fourth time.

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 by Student Services, advised about limits on enrollment, and encouraged to see a counselor to discuss options.