

Adding Courses

Full-semester length and 15-week classes may be added through the second week of the semester (or session); however, students may enroll 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 enroll in a class only with instructor permission using a permission code or signed add card obtained from the instructor. Permission codes or signed add cards may be used through the second week of class for full-term and 15-week courses and within 5 working days from the start date of any short-term 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 of instruction for full-term and 15-week classes or after the first 5 days of a short-term class, only students with unavoidable extenuating circumstances may petition to add a class. Unavoidable 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 he/she is willing to recommend late enrollment, 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and Records Office within five business days of the instructor's signature date or the permission to enroll will be withdrawn.

If the instructor or instructional dean refuses to sign the petition, the student may neither enroll in the course nor appeal the decision.

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 ten 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 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 verified cases of accidents, illness, or other circumstances beyond the student's control.

Instructors must define course attendance policies and what constitutes excessive absences in their syllabus. For example, instructors may define excessive absences to be more than 12 percent of a course's instructional time.

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

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.

Excused Withdrawal (EW)

Excused withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is

incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances making course completion impracticable. 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. A student who is requesting a grade of EW shall submit a petition to the Committee on Exceptions along with supporting documentation. Upon verification of conditions consistent with the issuance of an EW grade the symbol may be assigned at any time after the period established during which no notation is made for withdrawals.

Excused withdrawal shall not be counted in progress probation and dismissal 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, MW) symbol for a course. Enrollments include any combination of withdrawals and repetition. A grade of EW 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). 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.