

**Student Services**

1 **AP 5075 CLASS ADDS AND DROPS**

2 **References:**

3 Title 5, Sections 55024 and 58004

4 **Adding Open Classes**

5 Students may add classes during the enrollment appointment period, during the open  
6 enrollment period, and prior to the add deadline.

7 Prerequisites and/or co-requisites will be checked at the time of official enrollment into a  
8 class.

9 **Adding Closed Classes/Placement on Wait List:**

- 10 • A student may attempt an add as listed above. If the class is closed, he/she may  
11 opt to be placed on the wait list, if available.
- 12 • The student must attend the closed class on the first day of the class in order to  
13 be considered for enrollment in the class.
- 14 • The student must have met any prerequisite and/or co-requisite.
- 15 • Only the instructor may authorize an add to a closed class. The instructor is  
16 responsible for adding any students to a closed class, electronically.

17 **Petitions**

18 After student add and instructor add deadlines have expired, classes may only be added  
19 by formal request from the student to the Dean of the Division in which the course is  
20 assigned.

- 21 • The student must secure a “Late Add Petition” from the Division Office. The Late  
22 Add Petition must be completed before securing the signatures indicated below.
- 23 • The student must secure the following signatures:
  - 24 ○ Instructor signature
  - 25 ○ Division Dean signature

26 Completed and signed Late Add Petitions must be submitted to the Dean of Admissions,  
27 Records and Services.

28 **Course Repetition Exceptions**

29 Students who have previously attempted a course twice are subject to course enrollment  
30 denial due to excessive course repetition regulations.

31 Students who were enrolled twice in a course and received the following grades or  
32 symbols D, F, NP, or W in any combination and who wish to re-enroll in the same course

33 are required to petition the Academic Records and Standards Committee for approval or  
34 denial of an additional enrollment.

### 35 **Wait List**

36 All classes have limited capacity wait lists. Students are limited to 10 units of wait list  
37 assignment. Prerequisites and co-requisites must be met and all holds and/or time  
38 conflicts must be cleared. All applicable fees must be paid at the time of placement on  
39 the wait list.

### 40 **Withdrawals**

- 41 • Students who withdraw or drop classes during the first four weeks or 30% of the  
42 term, whichever is less, will receive no notation on their academic record.
- 43 • Withdrawals, or drops, are authorized through the last day of the fourteenth week  
44 of instruction or 75% of the term, whichever is less.

45 Instructors shall clear their rolls of “no-show” students no later than the second class  
46 meeting for all students. “No-shows” are defined as students who did not attend the very  
47 first day of class.

48 Instructors shall clear rosters of “inactive students” no later than the fourteenth week of  
49 classes or 75% of the term, whichever is less.

50 “Inactive students” include:

- 51 • Students identified as no-shows
- 52 • Students who officially withdraw
- 53 • Students who are no longer attending classes and are therefore dropped by the  
54 instructor
- 55 • Students who are no longer attending distance education classes, as determined  
56 by regular and substantive interaction between student and faculty, and are  
57 therefore dropped by the instructor

### 58 **Withdrawals after 75% of Term or Fourteenth Week:**

59 The Board of Trustees authorizes withdrawal from class(es) due to documented  
60 circumstances beyond the control of the student after the last day of the fourteenth week  
61 (or 75% of the term, whichever is less) and delegates such authority to the  
62 President/Superintendent or designee to administer.

### 63 **Limitations on “W” Symbols**

64 Students are permitted to withdraw and receive a “W” in a course no more than two times.  
65 Subject to petition approval by the Academic Records and Standards Committee,  
66 students may be permitted to enroll in a course after receiving two “W” symbols if the total  
67 number of possible “W” symbols received for the course could not exceed four. Students  
68 who have received three “W”s in a course are ineligible to enroll in that course again.

69 In the case of multiple withdrawals, the District offers interventions. Students are notified  
70 when they fall either into progress probation or progress dismissal status. Students in

71 progress probation or progress dismissal status are invited to meet with a counselor,  
72 attend a Success Workshop or a Tune-up Workshop, and the maximum units permitted  
73 is limited based on grade point average and course completion rate.

74 These procedures may change from time to time and may be superseded by current state  
75 and federal laws and regulations.

76 Also see AP 4225 titled Course Repetition and AP 5013 titled Students in the Military

77 Office of Primary Responsibility: Vice President, Student Services

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**Date Approved: June 11, 2007**

**Dates Revised: June 18, 2008; May 20, 2009; November 5, 2012**

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