

**Student Services**

**1 AP 5075 CLASS ADDS AND DROPS**

**2 References:**

**3 Title 5, Sections 55024, 58004, and 58509**

**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/they**  
**11 may 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 Enrollment**  
**27 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 grades or symbols D, F,**  
**32 NP, or W in any combination and who wish to re-enroll in the same course are required**

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

39 **Withdrawals**

- 40 • Students who withdraw or drop classes during the first four weeks or 30% of the term, whichever is less, will receive no notation on their academic record.
- 41 • Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less.
- 42 • Students who withdraw after the four week period but before the end of the fourteenth week of a course, or the expiration of 75% of a term, whichever occurs earlier, shall receive the withdrawal symbol "W" on his/her/their transcript, unless the District selects an earlier final withdrawal date. The "W" shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal of a student.

50 Instructors shall clear their rolls of "no-show" students no later than the second class  
51 meeting for all students. "No-shows" are defined as students who did not attend the very  
52 first day of class.

53 Instructors shall clear rosters of "inactive students" no later than the fourteenth week of  
54 classes or 75% of the term, whichever is less.

55 "Inactive students" include:

- 56 • Students identified as no-shows
- 57 • Students who officially withdraw
- 58 • Students who are no longer attending classes and are therefore dropped by the instructor, except if there are extenuating circumstances,
- 59 • Students who are no longer attending distance education classes, as determined by regular and substantive interaction between student and faculty, and are therefore dropped by the instructor

60 "Extenuating circumstances" are verified cases of accidents, illness, or other  
61 circumstances beyond the control of the student.

62 **Withdrawals after 75% of Term or Fourteenth Week:**

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

67 Students shall be allowed an excused withdrawal ("EW") in extenuating circumstances at  
68 any time, upon petition of the student or their representative. An EW will not be counted

72 toward the permitted number of withdrawals or counted as an enrollment attempt, nor will  
73 it be counted in progress probation and dismissal calculations. An excused withdrawal  
74 occurs when a student withdraws from a course due to an extraordinary condition under  
75 Title 5 Section 58509. In no case shall an excused withdrawal result in a student being  
76 assigned a "FW" grade.

77 **Limitations on "W" Symbols**

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

83 A military withdrawal ("MW") will not be counted in progress probation and dismissal  
84 calculations, toward the permitted number of withdrawals, or as an enrollment attempt. A  
85 military withdrawal occurs when a student on active or reserve status in the United States  
86 military or National Guard receives orders compelling a withdrawal from courses. Upon  
87 verification of such orders, a withdrawal symbol of "MW" shall be assigned to all courses  
88 affected by the military withdrawal.

89 In the case of multiple withdrawals, the District offers interventions. Students are notified  
90 when they fall either into progress probation or progress dismissal status. Students in  
91 progress probation or progress dismissal status are invited to meet with a counselor,  
92 attend a Success Workshop or a Tune-up Workshop, and the maximum units permitted  
93 is limited based on grade point average and course completion rate.

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

96 Office of Primary Responsibility: Vice President, Student Services

97 See also AP 4225 titled Course Repetition and AP 5013 titled Students in the Military

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**Date Approved:** June 11, 2007

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**Date Reviewed:** February 20, 2019