



AP 5075 COURSE ADDS, DROPS, AND WITHDRAWALS

References:

Title 5 Sections 55024, 58004, and 58161

Adding Courses

Students may add open classes through the registration period.

Once a class closes or the registration period concludes, classes may only be added by obtaining permission from faculty through the last day to add deadline.

1. Full semester length fall/spring classes must be added with faculty permission by the end of the second week of the semester.
2. Fall/spring courses less than full semester in length and all summer courses must be added prior to the 20% length of the class. Find the last day to add by clicking on the CRN from the semester web schedule of classes.

Students who miss the last day to add deadline for a course due to extenuating circumstances may submit a Petition for Late Add to Admissions & Records. In order to be eligible for consideration of a late add, a student must have begun attending the course prior to the last day to add deadline. Faculty approval and signature are required for consideration. The final deadline to submit a Petition for Late Add is the end of the 4th week of the semester for full-semester-length classes (25% length of the class for classes less than full-semester in length).

A section switch from one section of the same course to another section is permitted with the permission of the faculty member(s) through the end of the ninth week of instruction for full-semester-length classes or 60% of the course for all other classes and in summer.

A level switch from a higher/lower to a lower/higher level of the same course (e.g. Spanish 102 to Spanish 101) is allowed through the end of the fifth week of instruction for full-semester-length classes or 30% of the course for all other classes and in summer with permission from the faculty member(s).

Drops/Withdrawals

Withdrawals, or drops, are authorized through the last Friday of the ninth week of



instruction for full semester length classes or 60% of the course for all other classes and in summer.

Students who drop classes during the first two weeks or 20% of the term, whichever is less, will receive no notation on their academic record.

It is the student's responsibility to officially withdraw from courses by the appropriate deadline(s). A student who remains in a semester length class beyond the 9th week (60% point of the class for all other classes and in summer) must receive an evaluative grade other than a "W."

Faculty shall clear their rolls of all inactive students by 11:59 p.m. Pacific Time prior to census. No notation, "W" or other, shall be made on the academic record of a student who withdraws prior to census. "Inactive students" include:

- Students identified as no-shows.
- Students who officially withdraw.
- Students who are no longer participating in the courses and are therefore dropped by the faculty.

Faculty may drop a student from the course roster resulting in a withdrawal ("W") notation on the student's record from a semester-length course through the end of the 9th week of the semester (60% point of the class for all other classes and in summer) for excessive unexcused absences. Absence is considered excessive if a student misses more than the equivalent of one week of class during the semester or as defined in the course syllabus.

Faculty may reinstate a student when it is determined that the student has been dropped in error. Faculty may not drop a student from a full-semester-length class after the 9th week (60% length of the class for all other classes and in summer). After the end of the 9th week (60% length of the class for all other and summer), an evaluative grade symbol must be assigned.

A student may petition the Scholastic Standards Committee for a "W" to be recorded after the 9th week (semester-length classes or 60% length of all other classes) due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student.



Limitations on Withdrawals

The maximum number of times students may withdraw and receive a “W” symbol on their records for enrollment in the same course is three.

A student may be permitted, through the petition process, to enroll again in a course after having previously received the maximum authorized number of “W” symbols in the same course. Students wishing to petition to register in a course in which their academic records reflect three previously recorded “W” notations should complete a Petition to Register in a Course with three Previously Recorded Withdrawals. The form is available at www.sbccc.edu/forms. The completed petition and documentation (if required) must be submitted to Admissions & Records (SS-110). The petition will be reviewed by the Scholastic Standards Committee. If approved, the student must agree that a grade or a non-evaluative symbol other than a “W” will be assigned upon completion of the course.

In such cases, apportionment is limited in accordance with Title 5 Section 58161.

A military withdrawal (“MW”) will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. A 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 courses. Students wishing to petition for an “MW” must complete and submit a form to Admissions & Records. verification of such orders, will be reviewed and approved by the Scholastic Standards Committee, a withdrawal symbol of “MW” may be assigned at any time after the period established by the District during which no notation is made for withdrawals. In no case shall a military withdrawal result in a student being assigned an “FW” grade.

A student may petition the Scholastic Standards Committee for a “EW” to be recorded after the 9th week (semester-length classes or 60% length of all other classes). An excused withdrawal (“EW”) will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt, nor will it be counted in progress probation and dismissal calculations. A student may be assigned an “EW” through the petition process from a course(s) due to specific events beyond the control of the student affecting the student’s ability to complete a course(s). Such events may include a student’s medical condition, 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 subject to



immigration action, or other extenuating circumstance making completion impractical. 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 the student's behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of permitted conditions by Admissions & Records and approval by the Scholastic Standards Committee, a withdrawal symbol of "EW" may be assigned at any time after the period established by the District during which no notation is made for withdrawals. In no case shall an excused withdrawal result in a student being assigned an "FW" grade.

Also see BP/AP 2510 Participation in Governance and Local Decision-Making; AP 5070 Attendance; BP 5075 Course, Adds, Drops, and Withdrawals; and AP 4230 Grading and Academic Record Symbols

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