COURSE ADDS & DROPS

Adding Courses

The college district may allow students to add/drop courses during the term pursuant to district policy.

    A. Students may add courses the first two weeks for a full-term course, or the first 10% of a short term course.

        (1) After add period concludes classes may only be added by formal written request from the student to the Director of Admissions & Records of Designee.

Dropping/Withdrawal from Courses

    A. Students may drop during the first four weeks or 30% of a term , whichever is less, and there shall be no notation ("W" or other) on the academic records.

    B. Students may drop between the end of the fourth week and the last day of the fourteenth week (or 75% of a term, whichever is less) and there shall be "W" recorded on the academic records.

Instructors shall clear their rolls of inactive enrollment not later than the end of the last business day before the census day for all students who have:

    A. been identified as a no show, or

    B. been officially withdrawn from the course, or

    C. students who are no longer participating in the course and are therefore dropped by the instructor.

Reference:
Title 5. Sections 55758, 58004, 58507