

COURSE ADDS & DROPS

The college district may allow students to add and drop courses during terms pursuant to district policy.

Adding Courses

- A. Students may add courses the first two weeks for a full-term course, or the first 10% of a short term course contingent upon:
 - 1) the course still having available space
 - 2) the instructor's judgment regarding pedagogical and safety issues
- B. After the add period concludes,
 - 1) students may add a course only with the instructor's permission and through a petition approved by the Director of Admissions & Records or designee.
 - 2) students not officially registered in a course shall not be permitted to attend that course.

Student 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 a "W" recorded on the academic records.
- C. Students who withdraw from classes shall be eligible for a refund or credit pursuant to the district's refund policy

Instructor Initiated Drops Prior to Census

- A. For purpose of census collection, instructors shall drop students due to inactive enrollment not later than the end of the last business day before the census day for all students who have:
 - 1. Been identified as a no show
 - 2. Students who are no longer attending the course
- B. Students who are dropped by instructors shall be eligible for a refund or credit pursuant to the district's refund policy.

Reference:

Title 5. Sections 55758, 58004, 58507