

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 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 classes may only be added by formal written request **from the instructor and delivered by** the student to the Director of Admissions & Records or Designee.

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. **Once classes begin (1st day of instruction), it is the student's responsibility to officially withdraw from a class in which the student is registered.**
- D. **Failure of the student to officially withdraw from a registered class may result in:**
 - 1. **Responsibility for enrollment fee payments for the dropped class**
 - 2. **Receipt of an F grade**

Instructor Drop 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. **For faculty-initiated drops prior to census, the student is eligible for a refund or credit towards an added class in accordance with the published student refund policy.**

Reference:
Title 5. Sections 55758, 58004, 58507