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San Bernardino Community College District  
**Administrative Procedure**  
Chapter 5 – Student Services

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**AP 5075 COURSE ADDS, DROPS, AND WITHDRAWALS**

*(Replaces current SBCCD AP 5080)*

The District may allow students to add and drop courses pursuant to policy.

**Adding Courses**

- A. Students may add courses during 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.

**Withdrawal/Military Withdrawal**

**A. Withdrawal Prior to Census (20% of instruction)**

Students who withdraw or are withdrawn from weekly census sections prior to census (or 20% of the instructional time frame for all other section accounting methods) shall have no notation made to the permanent record.

**B. Withdrawal 20% - 60% of Instruction**

Students who withdraw or are withdrawn from weekly census sections on or after census (or 20% of the instructional time frame for all other section accounting methods) and through the end of the eleventh week (or 60% of the instructional time frame) shall have a “W” posted to the permanent record.

**C. Withdrawal After 60% of Instruction**

The permanent record of students who remain in class beyond the eleventh week of the term in a weekly census section (or 60% of the instructional time frame for all other section accounting methods) must reflect a grade symbol other than W.

48 **D. Extenuating Circumstances**

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50 Students who withdraw from weekly census sections after the eleventh week of the term (or 60% of  
51 the instructional time frame for all other sections accounting methods) may, in the case of  
52 extenuating circumstances, be assigned the W. Such cases will require verification and will be  
53 handled by the appropriate college official in consultation with the instructor(s). Extenuating  
54 circumstances are defined as illness, accident, unforeseen job shift change, job assignment outside  
55 of the attendance area and extreme weather conditions.

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57 **E. Military Withdrawal**

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59 An MW (Military Withdrawal) shall be assigned for students who are members of an active or reserve  
60 United States military service who receive orders compelling a withdrawal from courses. Upon  
61 verification of such orders, the symbol may be assigned at any time. The MW shall not be counted in  
62 progress probation and dismissal calculations.

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64 **Instructor Initiated Drops Prior to Census**

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66 A. For purpose of census collection, instructors shall drop students due to inactive  
67 enrollment not later than the end of the last business day before the census day  
68 for all students who have:  
69 1. Been identified as a no show  
70 2. Students who are no longer attending the course

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72 Instructors shall clear their rolls of inactive students no later than the day prior to  
73 census.

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75 "Inactive students" include:  
76 • Students identified as no-shows,  
77 • Students who officially withdraw,  
78 • Students who are no longer participating in the courses and are therefore  
79 dropped by the instructor.

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81 **Course Repetition**  
82 The District will comply with Title 5 regulations regarding course repetition and  
83 withdrawals.

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85 **References:**  
86 Title 5 Sections 55024 and 58004

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**Approved: 2/12/09**  
**Revised: 12/11/14**

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