

AP 5075 Course Adds and Drops

Reference:

***Title 5, Sections 55758, 58004
(New Procedure)***

Specific procedures for adding and dropping classes are established by the Admissions and Records Office under the guidance of the ad hoc Admissions Operating Committee. They are consistently adapted to accommodate new technology, student and faculty needs and are published each semester in the Class Schedule.

Adding Classes

Students may add classes through the registration period which will end before census. After the deadline to register, requests for exceptions must be made by the student and include the approval of the instructor. Approval or denial of the request is the responsibility of the Chief Admissions and Records Officer or his/her designee. Procedures and decision-making will be coordinated with the Vice President of Academic Services and may require his/her signature.

Dropping Classes

Withdrawals or drops are authorized for full-term classes through the last day of the fourteenth week of instruction or 75% of the term, whichever is less.

Instructors are required to drop no-shows on their opening-day roster or at census. Students who have attended one or more times may be dropped up to the last drop date for the course for excessive absences, which may be defined as 10 percent of the number of hours the class is scheduled to meet during the term. Instructor drops are submitted to the Admissions and Records Office for processing.

Students who no longer wish to participate in class are responsible for dropping themselves using the online registration system. Specific instructions and deadlines are listed each term in the Class Schedule.

Administrative withdrawals/drops after the last day to drop may be requested by students for extenuating circumstances beyond their control which prevented them from dropping on time using the petitioning process available in the Admissions and Records Office.

Short-Term Classes

Enrollment procedures for short-term classes are the same as for regular classes. Deadlines are set in accordance with the California Education Code. Registration will end the day before census. Drop deadlines are as follows:

- Deadline to drop without owing fees and/or be eligible for refund – 10% of the length of the course.
- Deadline to drop without receiving a mark of W – 18% of the length of the course.
- Deadline to drop with a W – 75% of the length of the course.