



Administrative Procedure 5075 Course Adds and Withdrawals

Reference: *Title 5, Sections 55758, 58004*

Adding Courses

Students may add classes through the registration period. Students may make program changes during the first week (or the equivalent) of instruction online or through the Student Services office without instructor permission as long as prerequisites have been met for the desired course.

After the registration period concludes, classes may only be added by formal request from the student to the instructor of the course after the first week of instruction.

Withdrawals

Withdrawals, or drops, are authorized through the last day of the thirteenth week of instruction or 70% of the term, whichever is less. A student may withdraw from a class or classes prior to the end of the thirteenth week or prior to attending 70% of the class sessions of a short term course and receive a grade of "W" (Withdrawal).

Instructors shall clear their rolls of inactive students not later than the end of the last business day before the census date for all students. Prior to the census date, faculty are notified by the Enrollment Services Office of the census date for all courses. Enrollment Services advises faculty of the date to use for "no shows."

"Inactive students" include:

- Students identified as no-shows
- Students who officially withdraw
- Students who are no longer attending the courses

Board approval date: 5/26/09