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4 **COURSE ADDS & DROPS**
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7 The District may allow students to add and drop courses pursuant to district policy.
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9 **Adding Courses**

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11 A. Students may add courses during the first two weeks for a full-term course, or the
12 first 10% of a short term course contingent upon:
13 1) the course still having available space
14 2) the instructor's judgment regarding pedagogical and safety
15 issues
16 B. After the add period concludes,
17 1) students may add a course only with the instructor's permission
18 and through a petition approved by the Director of Admissions &
19 Records or designee.
20 2) students not officially registered in a course shall not be
21 permitted to attend that course.
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23 **Student Withdrawal from Courses**
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- 25 A. Students may drop during the first four weeks or 30% of a term, whichever is
26 less, and there shall be no notation ("W" or other) on the academic records.
27 B. Students may drop between the end of the fourth week and the last day of the
28 fourteenth week (or 75% of a term, whichever is less) and there shall be a "W"
29 recorded on the academic records.
30 C. Failure of the student to officially withdraw from a registered class may result in:
31 1. Responsibility for enrollment fee payments for the class.
32 2. Receipt of a "F" grade.
33 D. When a student withdraws from a course three times, the student will be referred to
34 counseling to help determine what is causing the need for repeated withdrawals. A
35 fourth withdrawal may be permitted consistent with certain requirements.
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37 **Instructor Initiated Drops Prior to Census**
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- 39 A. For purpose of census collection, instructors shall drop students due to inactive
40 enrollment not later than the end of the last business day before the census day for
41 all students who have:
42 1. Been identified as a no show
43 2. Students who are no longer attending the course
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46 Reference:
47 Title 5. Sections 55024, 58004
48
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51 ADOPTED: 2/12/09