
Administrative Procedure
Chapter 5 **Withdrawals**

Adding Courses

Students may add classes through the registration period, including priority registration and open registration period. After the registration period, concludes, classes may only be added by formal request from the student to the instructor of record.

Withdrawals

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. Students who withdraw or drop classes during the first four weeks or 30% of the term, whichever is less, will receive no notation on their academic record. A student who withdraws after this period, but before the end of the fourteenth week of a course, or the expiration of 75 percent of a term, whichever occurs earlier, shall receive the withdrawal symbol “W” on his/her/their transcript, unless the District selects an earlier final withdrawal date. The “W” shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal of a student.

Instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for all students in Peoplesoft.

“Inactive students” include:

Students identified as identified as _____ in the courses and are therefore dropped by the instructor.

A student will be permitted to withdraw from a class and receive a “W” no more than three times. Students may be permitted to enroll in a class after having received the maximum authorized number of “W” symbols as long as the students will receive a grade or a non-evaluative symbol other than a “W” upon completion of the course, if the District policy permits additional withdrawals

orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol of "MW" shall be assigned to all courses affected by the military withdrawal. si27..4 reW nBT/TT0 1 Tf11.44/P < 1 BDC (i)6 2Tc