

# AP 5075 Course Adds and Drops

## Reference:

*Title 5 Sections 55024 and 58004*

### 1. Adding Courses:

- A. Students may add classes through the registration period.
  - 1) Students must use the online registration process to add classes as detailed on the College web site at [taftcollege.edu](http://taftcollege.edu)
- B. After the registration period concludes, classes may only be added by obtaining a late add code from the class instructor and using the online registration process.
- C. Classes may not be added after the census date.

### 2. Withdrawals:

- A. Withdrawals, or drops, are authorized through the last day of the tenth week of instruction or 60% of the term, whichever is less. Withdrawal from a class after the drop deadline shall be authorized in the event of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. The student must file a petition at the Admissions and Records Office with documentation for review by the Academic Policies and Procedures Committee. The academic report of a student who remains in class beyond this time must reflect an evaluative symbol.
  - 1) While an instructor may drop a student for excessive absences, it is the student's responsibility to officially withdraw from a class. Instructor approval is not required. Students must drop class(es) by the appropriate deadline date using the online process.
- B. Instructors shall clear their rolls of inactive students no later than the day before the census day for all students.
  - 1) Instructors should access their Online Drop Rosters via their Cougar Tracks account to make any drops necessary to clear their rolls.

- 2) If a drop is needed after the census date, instructors should fill out a drop slip and submit to the counseling center to process the drop.
- C. "Inactive students" include:
- 1) Students identified as no-shows.
  - 2) Students who officially withdraw.
  - 3) Students no longer participating in the courses and are therefore dropped by the instructor.
3. No notation of 'W' or other grade shall be made on the academic record of the student who withdraws prior to the census date. The census date in a 17-week term is Monday of the third week of instruction.

The number of times that a student may withdraw and receive a "W" symbol on his or her record for enrollment in the same course is three times. The district policy may permit a student to enroll again in a course after having previously received the authorized number of "W" symbols in the same course, due to extenuating circumstances. In order to be considered for the additional enrollment a student will be required to petition to repeat the class to the Academic Policies and Procedures committee.

Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Withdrawal after the end of the fourteenth week (or 75 percent of a term, whichever is less) when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a "W."

"Military Withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be a "MW."

1. Military withdrawals shall not be counted in progress probation and dismissal calculations.
2. "MW" shall not be counted for the permitted number of withdrawals.
3. In no case may a military withdrawal result in a student being assigned an "FW" grade.

The 'W' shall not be used in grade point averages, but excessive 'Ws' shall be used as factors in probation and dismissal procedures.  
These procedures may change from time to time and may be superseded by current state and federal laws and regulations.