

STUDENT SERVICES

AP 5075 COURSE ADDS AND DROPS

References:

Title 5 Sections 55024 and 58004

Adding Courses

Students may add classes through the registration period. If a class is closed because the enrollment maximum is reached, the permission of the instructor is required for entry. (See the class schedule for details or AP 5052 titled Open Enrollment for other enrollment conditions.)

Students are not registered in a class if their name does not appear on the class roster. Students on a waiting list are not officially registered in a course. Students' schedule of classes also indicates whether students have officially registered for a class.

Withdrawals

- Withdrawals, or drops, are authorized through the eighth week of the term or 50% of the length of a class. No notation will appear on the student's record for drops during the first 30% of the term or class.
- A drop between the first 30% of a course and 50% of a course will have a "W" assigned.
- Drops after 50% of the course is completed will not be authorized. An evaluative grade (A, B, C, D, F, FW) or an "I" must be given.

While primary responsibility for class attendance and maintaining an accurate registration record rests with the student, the instructor has the responsibility for maintaining accurate and proper accountability records for state apportionment requirements. Students are responsible for adding or dropping of courses to their schedule of classes. Each instructor shall clear the class roster(s) of inactive students not later than the end of the last business day before the census day.

As such, the instructor:

- Must drop any student identified as a "no show" (students registered who have never attended class) by reporting these students on the drop roster through Faculty eServices

Date Approved: April 8, 2008

(Replaces current Palomar College Procedures 417, 417.1, 418, and 418.2)

- 31 • May elect to drop a student for the following reasons:
- 32 1. Excessive absences (normally defined as more than the number of times
- 33 the class is scheduled to meet per week)
- 34 2. Failure to take examinations
- 35 3. Failure to complete class assignments

36 The instructor must indicate a last activity date (the date of the last active participation in

37 the class) when the student is dropped. Such records should be kept a minimum of

38 three years in accordance with Title 5 regulations. Veteran/Financial Aid students must

39 be reported no later than two (2) weeks after their last date of activity. Veteran/Financial

40 Aid students are identified on the class roster with an asterisk (**). Each instructor

41 should maintain adequate records to support a student's last activity date (e.g. last

42 paper submitted, last exam taken, last date of attendance, last electronic transmission).

43 **Types of Withdrawals/Drops**

44 **Official Withdrawal:** A student who formally withdraws or is dropped by a faculty

45 member from a class prior to the drop deadline.

46 **Unofficial Withdrawal:** Students who simply stop attending class and do not drop are

47 considered unofficially withdrawn. These students may receive an "F" or "FW" grade for

48 the class.

49 **Administrative Withdrawal:** Administrative withdrawals may occur for academic or

50 disciplinary reasons, or for non-payment of fees. If the administrative withdrawal occurs

51 after the refund period, the student will not be entitled to a refund of registration fees.

52 **Military Withdrawal:** Members of an active or reserve military service who receive

53 orders compelling a withdrawal from courses will be permitted withdrawal at any time

54 during the semester. Upon verification of such orders, the grade symbol "MW," will be

55 assigned after the "no notation" period or after the first four weeks of the semester. The

56 "MW" will not be counted in progress probation or dismissal calculations and will not

57 have any adverse effect on the academic record or enrollment status. Upon petition,

58 the student will also receive a refund of the entire enrollment fee.

59 **Conditions for Petition to Withdraw:** Students who have verifiable extenuating

60 circumstances beyond their control may petition for an exception to withdraw from a

61 class after the eighth week of a full semester course, or 50% of a short-term course.

62 The student may petition the Director of Enrollment Services for authorization to receive

63 a withdrawal (W) in the following manner:

Date Approved: April 8, 2008

(Replaces current Palomar College Procedures 417, 417.1, 418, and 418.2)

- 64 • A formal petition must be submitted to the Director of Enrollment Services by the
65 student, or the student's representative.
- 66 • Proof of the extenuating circumstances being cited as reasons for withdrawal, or
67 unsuccessful course completion, must be submitted.
- 68 • The instructor of each course in question must be consulted. In the event the
69 instructor of record cannot be contacted, or is unavailable, the department chair
70 will act on behalf of the instructor of record.

71 Palomar College defines extenuating circumstances as serious and compelling reasons
72 which are limited to the following:

- 73 • Illness, hospitalization, or medical reasons
- 74 • Employment
- 75 • Relocation
- 76 • Illness or death of a family member or loved one
- 77 • Incarceration

78 Also refer to the Palomar College Catalog

79 Office of Primary Responsibility: Enrollment Services