

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 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 two weeks of the term for semester length courses or before 20% of all other courses.
- A drop after the "no notation period" and before 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 census roster through Faculty eServices. (Students may petition to change an F or FW to a W if they registered but never attended.)

Date SPC Approved: 11/20/07; Revised 9/22/09, 4/17/12, 9/19/17; Revised 12/1/20

(Replaces former Palomar College Procedures 417, 417.1, 418, 418.2 and all previous versions of AP 5075.)

- May elect to drop a student for the following reasons:
 1. Excessive absences (normally defined as more than the number of times the class is scheduled to meet per week)

The instructor must indicate a last activity date (the date of the last active participation in the class) when the student is dropped. Such records should be kept a minimum of three years in accordance with Title 5 regulations. All students must be reported no later than two (2) weeks after their last date of activity. Each instructor shall maintain adequate records to support a student's last activity date (e.g. last paper submitted, last exam taken, last date of attendance, last electronic transmission).

Types of Withdrawals/Drops

Official Withdrawal: A student who formally withdraws or is dropped by a faculty member from a class prior to the drop deadline.

Unofficial Withdrawal: Students who stop attending class and do not drop are considered unofficially withdrawn. These students may receive an "F" or "FW" grade for the class.

Administrative Withdrawal: Administrative withdrawals may occur for academic or disciplinary reasons, or for non-payment of fees. If the administrative withdrawal occurs after the refund period, the student will not be entitled to a refund of registration fees.

Military Withdrawal: Members of an active or reserve military service who receive orders compelling a withdrawal from courses will be permitted withdrawal at any time during the semester. Upon verification of such orders, the grade symbol "MW," will be assigned after the "no notation" period. The "MW" will not be counted in progress probation, or dismissal calculations, or in calculating the permitted number of withdrawals and will not have any adverse effect on the academic record or enrollment status. Upon petition, the student will also receive a refund of the entire enrollment fee.

Excused Withdrawal: An EW grading symbol will be used when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions and consistent with the district's required documentation

substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. Excused withdrawal shall not be counted in progress probation and dismissal calculations. Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

Conditions for Petition to Withdraw: Students who have verifiable extenuating circumstances beyond their control may petition for an exception to withdraw from a class after the eighth week of a full semester course, or 50% of a short-term course. The student may petition the Sr. Director of Enrollment Services for authorization to receive a withdrawal (W) in the following manner:

- A formal petition must be submitted to the Sr. Director of Enrollment Services by the student, or the student's representative.
- Proof of the extenuating circumstances being cited as reasons for withdrawal, or unsuccessful course completion, must be submitted.
- The instructor of each course in question must be consulted. In the event the instructor of record cannot be contacted, or is unavailable, the department chair will act on behalf of the instructor of record.
- Palomar College defines extenuating circumstances as serious and compelling reasons which are limited to the following:
 - Illness, hospitalization, or medical reasons
 - Employment
 - Relocation
 - Illness or death of a family member or loved one
 - Incarceration

Pursuant to AP 4225 titled Course Repetition, the District will notify all students that have excessive W symbols on their record the limitations on withdrawals and provide the opportunity for counseling and educational planning services.

Also refer to the Palomar College Catalog.

Office of Primary Responsibility: Student Services