

**BP 5075 COURSE ADDS AND DROPS**

**References:**

Title 5 Sections 55024 and 58004

Students may add or drop courses in accordance with the procedures recommended by the Chancellor and deadlines pursuant to Title 5.

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Date Adopted: November 18, 2008

## **AP 5075 COURSE ADDS AND DROPS**

### **References:**

Title 5 Sections 55024, 58004, and 58509

### **ADDING COURSES**

Students may add classes through the registration period in accordance with the dates and procedures outlined in the Schedule of Classes, the Colleges' Catalogs and on the Colleges' websites at

<http://www.mvc.edu/services/ar>

<http://www.norcocollege.edu/services/admissions/Pages/index.aspx>

<http://www.rcc.edu/services/admissions/Pages/admissionsandrecords.aspx>

After the registration period concludes, classes may only be added by request from the student to the Chief Instructional Officer, or designee.

### **DROPPING AND WITHDRAWING FROM COURSES**

Drops – Students who withdraw prior to census shall not be given a “W” on their academic record. Census is defined as the First Monday of the third week for a full term course, or 20% of a term for full term and short term courses. Courses that are not census will also use the same timeline as census courses.

Withdrawals – Withdrawals are authorized between the census and the last day of the twelfth week of instruction or 75% of the term or 75% of the number of class sessions, whichever is less. Students who withdraw during this time frame will be given a “W” on their academic record.

Instructors are required *to* clear their rolls of inactive students not later than the end of the last business day before the census day for all students by submitting a census roster for census classes. (58004)

“Inactive students” include:

- Students identified as no-shows;
- Students who officially withdraw;

- Students who are no longer participating in the course, unless there are extenuating circumstances. “No longer participating” includes, but is not limited to, excessive unexcused absences but must relate to nonattendance.”

Students are limited to a maximum of three attempts per course including W’s and substandard grades.

In cases where a student withdraws, after authorization from the District, from one or more course(s) due to the District’s inability to provide all or substantially all of the instruction in the course(s) due to fire, flood or other conditions, OR, due to the difficulty or impossibility of the student to be able to attend the course(s) because the student was actively engaged in responding to a fire, flood or other condition or because such condition required the student to evacuate his/her home, a “W” shall NOT be assigned to the student’s academic record.

Procedures to withdraw from classes are listed in the Schedule of Classes and the Catalog.

Office of Primary Responsibility: Admissions and Records

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Administrative Approval: March 2, 2009  
Revised: September 24, 2012