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## AR 5075 COURSE ADDS, DROPS, AND WITHDRAWALS

**NOTE:** *The language in red ink is legally required. Local practice may be inserted. The following illustrative example meets legal minimum requirements.*

### Adding Courses

Students may add classes through the registration period. **[Insert local procedures for adding.]**

After the registration period concludes, classes may only be added by formal request from the student to **[insert designated college officer].**

### Withdrawals

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. **[Insert local withdrawal procedures.]** 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.

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. **[Insert local procedures for doing so.]**

“Inactive students” include students:

- identified as no-shows;
- who officially withdraw; and
- who are no longer participating in the courses and are therefore dropped by the instructor.

The District must establish the number of times that a student may withdraw from a class and receive a “W.” Students will not be permitted to withdraw and receive a “W” in a class more than three times. In the case of multiple withdrawals, the District offers the following intervention program:

**[Insert local procedures for intervention program]**

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 for which it does not receive apportionment and the official designated in the District’s policy approves such withdrawal after a review of a petition submitted by the student.

### **❖ From current SMC AR 4321 Withdrawal from Class**

#### Withdrawal from Class

1. Pursuant to Title 5 Section 58004 of the California Code of Regulations, faculty must clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:
  - As of census day, any student who has

- been identified as a no show, or
  - officially withdrawn from the course, or
  - been dropped from the course. A student shall be dropped if they are no longer participating in the course, except if there are extenuating circumstances. “No longer participating” includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. “Extenuating circumstances” are verified cases of accidents, illness, or other circumstances beyond the control of the student. The “drop date” shall be the day immediately preceding census day.
2. A student may also be dropped after census day for excessive absences or for non-participation in an on-line course as stated in the instructor’s course syllabus.
  3. Students have the ultimate responsibility for dropping courses they no longer attend as stated in ~~AR 4320~~ [AR 5070 Attendance](#).
  4. A “W” shall not be assigned, or if assigned shall be removed, from a student’s academic record, if a determination is made pursuant to Title 5 Sections 59300 and 55024.8 that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.
  5. During the first two weeks of a full length course or 10th percentile of a short term course, a student may withdraw from a single class or from all classes and may be eligible for a refund minus a processing fee not to exceed \$10. Transcripts will not include any notation of such enrollment(s). Units in such classes will not be included in “units enrolled” as defined in the lack of progress and disqualification policy.
  6. To avoid a “W,” a student may withdraw from a single class or from all classes until the day before the published census day deadline or 20th percentile of a short term course. Transcripts will not include any notation of such enrollment(s). Units in such classes will not be included in "units enrolled" as defined in the lack of progress and disqualification policy.
  7. To receive a guaranteed “W,” from the day after census through the 75th percentile of a semester or session (the end of the 12th calendar week for a full length course), a student may withdraw from a single class or from all classes pursuant to Title 5 Section 55024 (a.4) upon informing instructor. A student will receive "W" notation(s) on his/her transcript and units will be included in "units enrolled" as defined in the lack of progress and disqualification policy.
  8. The last official drop date shall correspond to the 75th percentile of the semester or session. A student actively enrolled in any class after the 75th percentile shall receive one of the following grades: A, B, C, D, F, CR, NC, P, NP, I, IP, or RD.
  9. After the 75th percentile of the semester or session, a student or his or her representative may petition for a late withdrawal if there are extenuating, and verifiable circumstances beyond the control of the student which make the withdrawal necessary. A student’s representative must present documentation that the student is incapacitated and therefore unable to act on his/her own behalf. The petition must be initiated by the student and/or representative, taken to the instructor of record, and returned to Admissions Office. A student will be assigned a "W" upon

certification with the instructor and authorized by the Dean of Enrollment Services or designee. A student who does not qualify for the late withdrawal and/or leaves a class without notification to the instructor or the Admissions and Records Office, may receive an "F." W's received during this period will be annotated in the student's transcript and their corresponding units included in "units enrolled" as defined in the lack of progress and disqualification policy.

10. Petitions for retroactive withdrawals must be filed with the Admissions and Records Office no longer than 90 calendar days from the end of the term in which the class was taken. Students must have had such extenuating, documented, and verifiable circumstances as those stated in Section 7 above, in order for his/her retroactive withdrawal request to be considered.
11. The military withdrawal "MW" symbol shall be assigned only for students who are members of an active or reserve U.S. military service and who receive orders compelling a withdrawal from courses.
  - a. Upon verification of such orders, this symbol may be assigned at any time unless academic credit has been awarded. The "MW" shall not be counted in progress probation and disqualification calculations.
  - b. Students who are members of an active or reserve U.S. military service, and who have withdrawn from courses due to military orders, may file a petition with the district requesting a refund of the enrollment fee. The District shall refund the entire fee unless academic credit has been awarded.
12. Pursuant to Title 5 Section 58509, a "W" will not be assigned (and if assigned will be removed) for any student who withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions and the withdrawal is expressly authorized by Title 5 Section 58509. The community college district may provide a full refund of enrollment fees.

Reference: ~~Education Code Sections 70901, 70902~~  
~~Title 5, Section 58004, 55024~~

[Also see BP/AR 5070 Attendance.](#)

#### References:

Title 5 Sections 55024, 58004, 58508, and 58509

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**NOTE:** The **red ink** signifies language that is **suggested as good practice/optional** by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). This regulation reflects updates/revisions from the Policy & Procedure Service in February 2008, April 2009, July 2011, and March 2012. The language in **black ink** is from current SMC AR 4321 Withdrawal from Class approved on June 8, 2004 and revised on December 23, 2008; May 15, 2012; and June 12, 2012. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is included to draw the reviewers' attention, and this language will be removed upon final approval.

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**Approved:** June 8, 2004

**Revised:** 12/23/08; May 15, 12; June 12, 2012

(Replaces SMC AR 4321)

## Legal Citations for AR 5075

### § 55024. Withdrawal

(a) The governing board of a district which decides to provide a withdrawal procedure shall adopt a policy which provides for withdrawal from credit courses consistent with the following:

(1) Withdrawal from a course or courses shall be authorized through the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less). The governing board, however, may establish a final withdrawal date which prohibits withdrawal after a designated point in time between the end of the fourth week of instruction (or 30 percent of a term, whichever is less) and the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less). The academic record of a student who remains in a course beyond the time allowed by district policy must reflect a symbol as authorized in section 55023 other than a "W."

(2) The governing board may by regulation authorize withdrawal from a course or courses in extenuating circumstances after the last day of the fourteenth week (or 75 percent of the term, whichever is less) upon petition of the student or his or her representative and after consultation with the appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

(3) No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first four weeks or 30 percent of a term, whichever is less. The governing board may establish a period of time shorter than the first four weeks or 30 percent of a term, during which no notation shall be made.

(4) Withdrawal between the end of the fourth week (or such time as established by the district) and the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less) shall be authorized, provided the appropriate faculty is informed.

(5) 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."

(6) For purposes of withdrawal policies, the term "appropriate faculty" means the instructor of each course section in question or, in the event the instructor cannot be contacted, the department chair or appropriate administrator.

(7) The "W" shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal pursuant to article 3 of this subchapter.

(8) A "W" shall not be assigned, or if assigned shall be removed, from a student's academic record, if a determination is made pursuant to sections 59300 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.

(9) The district policy shall establish the number of times (not to exceed three times) that a student may withdraw and receive a "W" symbol on his or her record for enrollment in the same course. 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 in colleges within the district, if the chief instructional officer, chief student services officer or other district official designated in the district policy approves such enrollment after review of a petition filed by the student.

(10) The district policy may provide that a "W" symbol will not be assigned to any student who withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions and the withdrawal is authorized by the district pursuant to section 58509.

(11) The district policy shall include provisions for intervention in cases of multiple withdrawals.

- (b) Within the parameters set forth in subdivision (a), criteria for withdrawal and the procedures to accomplish it shall be established by the district governing board and published in college catalogs.
- (c) A district's responsibilities with respect to enrollment or attendance accounting shall not be modified or superseded in any way by adoption of a withdrawal policy.
- (d) The governing board of a district which decides to provide a withdrawal policy shall also adopt military withdrawal procedures consistent with the following:
- (1) "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."
  - (2) Military withdrawals shall not be counted in progress probation and dismissal calculations.
  - (3) "MW" shall not be counted for the permitted number of withdrawals.
  - (4) In no case may a military withdrawal result in a student being assigned an "FW" grade.
- (e) Notwithstanding the limits set forth above, apportionment will be limited as set forth in section 58161.

#### § 58004. Application of Census Procedures

- (a) The census procedures specified in subdivisions (b) and (c) of section 58003.1 shall apply to all credit courses, except for work experience and independent study pursuant to subdivision (f) of section 58003.1, and credit courses which are being reported on an actual attendance basis pursuant to subdivision (g) of section 58003.1.
- (b) The single primary term length census procedure specified in subdivision (b) of section 58003.1 shall be applied using the following:
- (1) The term length multiplier shall be determined by counting each week in which at least three days of instruction or examination in term length courses are scheduled.
  - (2) Courses scheduled coterminous with the term are those courses scheduled to meet each week of the term, exclusive of final examination scheduling.
  - (3) The census procedure specified in this subdivision may not be applied to any term shorter than ten weeks.
- (c) Districts shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:  
As of each census day, any student who has
- (1) Been identified as a no show, or
  - (2) Officially withdrawn from the course, or
  - (3) Been dropped from the course. A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. "No longer participating" includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. "Extenuating circumstances" are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions defined by the governing board and published in regulations. The "drop date" shall be the end of business of the day immediately preceding the census day.

#### § 58508. Refunds.

- (a) A community college district governing board shall refund upon request any enrollment fee paid by a student pursuant to section 58501 for program changes made during the first two weeks of

instruction for a primary term-length course, or by the 10 percent point of the length of the course for a short-term course.

(b) A student shall be allowed at least two weeks from the final qualifying date of the program change specified in subdivision (a) to request an enrollment fee refund.

(c) A community college district shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10 percent point of the length of the course for a short-term course, unless the program change is a result of action by the district to cancel or reschedule a class or to drop a student pursuant to subdivision (l) of section 55003 where the student fails to meet a prerequisite.

(d) When refunding an enrollment fee pursuant to subdivision (a), a community college district may retain once each semester or quarter an amount not to exceed \$10.00.

(e) If the district has adopted a withdrawal policy pursuant to section 55024, any student who is a member of an active or reserve United States military service, and who has withdrawn from courses due to military orders, may file a petition with the district requesting refund of the enrollment fee. The district shall refund the entire fee unless academic credit has been awarded.

(f) Prior to refunding any enrollment fee or tuition, the district may determine if the student received federal Title IV funds during the term of enrollment. If funds were received, the refund may be held for up to 30 days while the district determines if any institutional or student return to the federal Title IV programs is due under Section 485 of the Higher Education Amendments of 1998, P.L. 105-244. If a return is deemed to be required, the amount of enrollment fee refund may first be used to meet any return obligation of the district and, if an amount of enrollment fee refund remains after the district obligation has been met, that amount may be used to meet any return obligation of the student. If an enrollment fee refund amount remains after all return obligations have been met, the student shall receive the remainder.

### § 58509. Authority of Chancellor to Waive Provisions to Accommodate Students Impacted by Extraordinary Conditions.

(a) Notwithstanding section 58508, a community college district may provide a full refund of enrollment fees to any student who withdrew from one or more classes, where the district finds that such withdrawal was necessary for one of the following reasons:

(1) the college attended by the student was closed or the college was unable to provide all or substantially all of the instruction in the course or courses in which the student was enrolled due to fire, flood or other conditions qualifying for adjustment of apportionment pursuant to section 58146; or

(2) although the district does not qualify for an apportionment adjustment pursuant to section 58146, one of the conditions enumerated in that section made it difficult or impossible for the student to attend one or more courses because the student was actively engaged in responding to the fire, flood or other condition or because such condition required the student to evacuate his or her home.

(b) Consistent with section 55024, a community college district need not record a "W" on the academic records of a student who withdraws from one or more classes due to any of the circumstances described in subdivision (a).

(c) The Chancellor is authorized, upon receipt of a written request from a community college district, to waive any provision of this title in order to accommodate students affected by any of the circumstances described in subdivision (a).