

## AR 5075 Course Adds and Withdrawals

Procedures for student adds, and withdrawals shall be published in the course catalog, schedule of classes and college website. The district shall include provisions for proactive intervention such as GPS, in cases of multiple withdrawals. (counseling dept: interventions (program), questionnaire, outreach, referrals)

### Adding/Reinstatement of Courses

Students must add and drop courses within the regular enrollment (registration period) cycle directly through their student portal.

Students may enroll in open classes through the Sunday evening prior to the start of the class. Additional information may be found on the “enrollment” section of the class schedule.

Once the class starts, students may add only with an authorization code from the instructor.

1. Full semester length (fall/spring) courses must be added with faculty permission by the end of the .....20% or 30%....week of the semester. 50%
2. Fall/spring courses less than full semester in length and all summer/winter course must be added prior to the.....? % .length of the class. Find the last day to add by going to course for the semester/session on searchable/online class schedule.

It is the student’s responsibility to confirm enrollment. Those failing to enroll by the applicable deadline may not receive credit for the class.

It is the instructor’s responsibility to ensure that students attending class are officially enrolled.

Students who do not enroll by the deadline due to extenuating or extraordinary circumstances may submit a Special Consideration Petition to Admissions and Records that explains the condition(s) that prevented the enrollment in a timely manner. Instructor approval will be required for enrollment. The decision to either grant or deny the petition shall be made by the Special Consideration Committee or Dean of Enrollment Services or designee.

Instructors may permit a dropped student to re-enroll by issuing a reinstatement authorization code to the student. The student shall then add the class via their student portal using the reinstatement authorization code. Reinstatement codes are valid up until the 90% point of the class.

Reinstatement codes are only to be used for students that were previously enrolled in the class.

A section switch from one section of the same course to another section is permitted under limited

circumstances with approval of the instructor of the new section and the department chair up until the deadline to avoid a “W”. The Dean of Enrollment Services must approve the request.

### Enrollment in Two or More Sections of the Same Credit Course during the Same Term

A District may not permit a student to enroll in two or more sections of the same credit course during the same term unless the length of the course is such that a student may enroll in two or more sections of the same course during the same term without being enrolled in more than one section at any given time. Students needing additional instruction in the subject matter while enrolled in a course may be referred for individualized tutoring pursuant to Title 5, Section 58170 or supplemental learning assistance pursuant to Title 5, Sections 58172 and 58164.

(Students are unaware of switching sections and pay fees twice; instructors can add students up until the 50% point of the length of the class, SBCC process avoids a “W” & fees up until the 30%)

A level switch from a higher/lower to a lower/higher level of the same course (e.g. Spanish 2 to Spanish 1 or Spanish 1 to Spanish 2) is allowed through the end of the fourth ? week of instruction for full-semester-length classes or 30% of the course for all other short term classes with permission from the faculty member(s) with an authorization code. Look into these 2 further, majority support.

Transfer over to the other level before impact. (pop up message)

A student may be permitted to enroll in a class after having received the maximum authorized number of “W” symbols as long as the student 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. (different petition name?)

*(Currently “W” appears on the transcript, formerly an A & R supervisor wld switch section to avoid a “W” and payment of additional fees (resident, non-resident) -----this is an equity issue. Currently students could only switch before classes begin or could it be within 30% period for 16 week course, how can students be informed? How can this process be on its own form (Petition should inform st of the process)*

### “Hold” on a Student Record

The definition of a proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; or any other unpaid obligation a

student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

Numerous SMC departments have the ability to place a "Hold" on a student record, which can prevent future enrollment. These holds are placed for a variety of reasons, but generally mean that the department needs to be contacted to resolve an issue, or additional information may be requested in order to remove the hold. (How is the student informed? Where is the dept listed to resolve hold?) What are equitable interventions/outcomes?

The Educational Debt Collection Practices Act prohibits Districts from withholding a transcript because the student owes a debt. If a student owes tuition, they are still able to obtain transcripts and/or verifications of enrollment.

The Dean of Enrollment Services or designee may withhold diplomas and future registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given courtesy notifications of the hold and means to resolve the hold within 30 days? of the next enrollment cycle. The student shall be given the opportunity to remedy the issue or explain if the financial obligation was in error or poses an undue financial hardship. (???)

Students who have a "Hold" on their student record must clear their "hold" prior to enrolling for the following term(s). Students will be allowed the processing of transactions while a "hold" is on their student record for the current term (i.e. withdrawal of a course(s)).

### **Eligibility for Refunds (10%)**

Students must drop by the designated deadline to obtain a refund. Refund deadline dates are posted next to each course for the specific term in the student portal.

During the first two weeks of a 16 week course (full length course) or by the 10 percentile point 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).

Pursuant to Title 5, section 58509, any student who withdraws from one or more courses, where the district finds that such withdrawal was necessary due to an extraordinary condition as defined in section 58146 shall be eligible for a refund:

- a. The District shall record an "EW" on the academic record of a student who withdraws from one or more courses due to extraordinary conditions.
- b. Units in such classes will not be included in "units enrolled" as defined in the lack of progress and dismissal policy.

## **Student Drops/Withdrawals from Class** *(Chart recommended for college website)*

Students must drop courses by the Refund Deadline to receive a full refund or prior to the Avoid a W Deadline to avoid a W on the transcript, respectively. Dropping a class after the Avoid a W Deadline will result in a W (Withdrawal) grade on the transcript, or another substandard grade as determined by the instructor if the student fails to withdraw from the course.

Students have the ultimate responsibility for dropping courses they no longer attend as stated in AR 5070 Attendance. The designated drop dates are posted in the student's portal.

- **Withdrawal to Avoid a "W" notation on Academic Transcript (30%)**  
To avoid a "W" notation on their academic record, a student may withdraw from any class or from all classes or be dropped by faculty through the day before the end of the fourth week of a full length course or by the 30th percentile point of a short term course. Students who withdraw or are dropped from classes during the first four weeks of a 16 week course or 30% point of the term, whichever is less, will receive no "W" notation on their academic record. 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 dismissal policy.
- **Withdrawal with a "W" notation on Academic Transcript (75%)**  
A "W" notation will be assigned if a student withdraws from any class or from all classes pursuant to Title 5 Section 55024(a.4) after the fourth week of a full length course or 30% percentile point of a short term course through **the last day of the fourteenth week of instruction or 75 percentile of the term, whichever is less**. The student will receive "W" notation(s) on their transcript and the units will be included in "units enrolled" as defined in the lack of progress and dismissal policy.

The District is responsible of informing students to withdraw from classes they no longer are attending/participating in prior to the stated deadlines.

*How does the district inform students of their responsibility to drop courses by the deadline and the impact of substandard grade notations on their transcripts. (pop up?, interventions?)*

## **Faculty Clearing Rosters Due to Inactive Enrollment**

### **Attendance regulation (Clearing Rosters at Census**

Instructors shall drop non attending students from a class no later than the end of the day immediately preceding the census day which occurs at the 20<sup>th</sup> percentile of the class length.

Non attending on ground or inactive online students are defined as any student as of census day who has been:

- (1) identified as a no show, or
- (2) officially withdrawn from the course, or
- (3) is no longer participating in the course. A student shall be dropped if they are no longer attending/participating in the course, except if there are extenuating circumstances. Students not actively participating as of census must relate to nonattendance.

Students with extenuating circumstances beyond the control of the student who have contacted the instructor may be left on the roster at the instructor's discretion pursuant to Title 5, Section 58004.

What is the difference in refund date (2 weeks, 10%) and census date for a 16 week class (20%) Monday of the 3<sup>rd</sup> week?

### **Dropping Students Due to Excessive Absences or Nonparticipation** **Post Census Withdrawal of Students**

A student may also be dropped after census day for excessive absences or nonparticipation in an online course as stated in the instructor's course syllabus. The instructor may withdraw the student for excessive absences/nonparticipation.

*In AR 5070 Attendance:*

*Students who have not had substantive interaction, have not attended, or are no longer attending/participating in the course should be dropped by the instructor. Instructors are strongly encouraged to communicate with students to inform them they may be dropped if they do not reengage in the course. If instructors drop a student and later determine that the student can return to the class, the instructor may issue a reinstatement code prior to the 90% percentile of the class. Students with extraordinary or extenuating circumstances, beyond the control of the student, who have contacted the instructor may be left on the roster at the instructor's discretion. Students may be required to complete any missed assignments and examinations.*

*A student may be dropped by faculty up until the 75% point of the class for non-attendance or no substantive contact/participation or for not meeting course attendance requirements as stated in the class syllabus. Students concerned about their performance in the class should consult with their instructor to determine if remaining in the class past the 75% point is in their best interest. Instructors may not drop a student for poor performance.*

*Students can refer to the class syllabus for course attendance and substantive contact/participation requirements. Students anticipating or encountering extended absences due to medical, personal, or family emergencies should immediately contact the faculty member.*

*A faculty member shall specify consequences for lack of attendance and lack of substantive contact in the class syllabus. Participation requirements, if any, shall be outlined in the class syllabus.*

*Does the faculty member/College reach out before the instructor drop? GPS, interventions*

### **Last Official Date for Faculty to Drop Students**

The last official drop/withdrawal date shall correspond to the last day of the fourteenth week of instruction or 75 percentile of the term, whichever is less. 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, SP, I, IP, or RD.

### **Enrollment Limitation**

A student will be permitted to withdraw from a class and receive a “W” or substandard grade “D”, “F” or “NP” notations no more than three times for the same course. Exceptions apply per AR 4225 Credit Course Repetition.

A student may be permitted to enroll in a class after having received the maximum authorized number of “W” symbols as long as the student 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 special circumstance petition was submitted by the student.

### **Withdrawal Due to Discriminatory Treatment or Due to Retaliation**

A “W” shall not be assigned, or if assigned shall be removed, from a student’s academic record, and assigned an excused withdrawal, 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.

### **Military Withdrawal (MW)**

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 in accordance with the requirements of Title 5 Section 55024.

- a. The student must file a Petition through the office of Admissions and Records. Upon verification of such orders, this symbol may be assigned at any time unless academic credit has been awarded. The “MW” will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt, nor will it be counted in progress probation and dismissal calculations. In no case may a military withdrawal result in a student being assigned an “F” grade.

- 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 full refund of the tuition and fees paid to the college for the academic term in which the student was required to report for military service. The district shall refund the entire fee unless academic credit has been awarded.

### **Excused Withdrawals (EW)**

- a. An excused withdrawal will not be included in “units enrolled” as defined in lack of progress or dismissal calculations, or toward the permitted number of withdrawals or counted as an enrollment attempt. In no case shall an excused withdrawal result in a student being assigned an “F” grade.

The district policy shall include provisions for interventions in cases of multiple withdrawals.

- a. **Excused Withdrawal Due to Extenuating Circumstances**

Per Title 5, section 55024, Excused withdrawals shall be allowed to students in extenuating circumstances at any time, upon petition of the student or their representative.

“Extenuating circumstances” mean cases of accidents, illnesses, or other circumstances beyond the control of the student. The district shall proactively engage with the student or their representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal. If mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol ("EW") on their transcript. Students shall not be denied an excused withdrawal due to a College's inability to respond to the petition or to provide sufficient assistance to mitigate the student's circumstances.

- b. **Excused Withdrawal Due to Extraordinary Conditions**

An excused withdrawal shall be assigned if a student withdraws from a course due to an extraordinary condition per Title 5, section 58509. "Extraordinary conditions" allow the district to provide a full refund of enrollment fees to a student.

An “emergency or extraordinary condition” is an event that prevents a district from maintaining instruction for at least 175 days during a fiscal year. An “emergency or extraordinary condition” may be caused by the following events: fire; flood; earthquake; impassable roads; an epidemic or a pandemic; the imminence of a major safety hazard as determined by local law enforcement agency; a strike involving public transportation

services used by students; the unavailability of classroom facilities leased by the district where the unavailability is caused by extraordinary factors beyond the control of the district; any order of any military officer of the United States or of the state to meet an emergency created by war or any civil officer of the United States, of the state, or of any county, city and county, or city authorized to issue such order to meet emergency created by war; a public health crisis recognized by a city or county board of health, or the State Department of Public Health; another emergency declared by the state government or the federal government.

c. Petitioning for Excused Withdrawal (EW)

- a. A student who is impacted by either extenuating circumstances or emergency or extraordinary conditions and was issued a substandard grade or withdrawal in a course should be informed of the option to complete the Petition for Excused Withdrawal. The Petition for Excused Withdrawal shall contain the details of extenuating circumstances and extraordinary conditions per Title 5, section 55024, section 58146 and section 58509. The petition should also allow for the eligibility of a refund of enrollment fees due to petitioning due to extraordinary conditions. Consistent with Title 5, section 55024, the district shall record an "EW" on the academic record of a student who withdraws from one or more courses due to any of the circumstances described. without the burden of verifiable documentation (why, types).

**Student Petitioning for an Excused Withdrawal after a Faculty Drop**

A student may petition for an excused withdrawal "EW" notation for extraordinary or extenuating circumstances beyond the control of the student after a "W" notation has been issued (based on a faculty or student drop).

**Student Petitioning for an "EW" Notation after the 75% Percentile Deadline (late withdrawal)**

After the 75th percentile of the semester or session, a student or their representative may petition for an excused withdrawal when extenuating or extraordinary circumstances exist beyond the control of the student which make the withdrawal necessary. Withdrawals for extenuating circumstances are all treated as excused withdrawals.

Discussion: Why deadlines (retroactive, exceptions), verifications, instructor verifications?

Also see BP/AR 5070 Attendance

Reference: Education Code Sections 70901, 70902

Title 5, Sections 55000, 58004, 58146, 58161, 58508, 58509, 55022-55024, 55031-55033,

Reviewed and/or Updated: 5/15/12, 11/14/18, 2/27/19; 10/14/22



Title 5 Changes for EW, P/NP passed January 2022 (see attachment)

This is in Title 5, are they listed in regulation?

1. State aid and repeatability rules are the same for withdrawals under both types of emergency situations; and
2. withdrawals for extenuating circumstances are all treated as excused withdrawals.

## 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 received 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, 58509,  
58146, 58161, and 59410

**Proposed Revisions to Titles, Excused Withdrawal and Pass- No Pass Grading Option  
Regulation (Passed January 2022)**

**SECTIONSS000,55022,55023,55024,55031,55032,55033,58146,**

**58161, AND 58509 OF DIVISION 6 OF TITLE 5 OF THE CALIFORNIA CODE OF REGULATIONS ARE AMENDED TO READ:**

**§ 55000 DEFINITIONS.**

For the purpose of this chapter, the following definitions shall apply:

- (a) "Active participatory courses" are those courses where individual study or group assignments are the basic means by which learning objectives are met.
- (b) "Advisory on recommended preparation" means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.
- (c) "All units attempted" means all units of credit for which the student has enrolled in the current community college district of attendance.
- (d) "CR" means "credit" and is a symbol used to denote that a student received credit for at least satisfactory work in a course taken on a "credit-no credit basis" prior to the Fall 2009 term, or at a different institution which uses the "credit-no credit" symbol. This symbol is the equivalent of "pass" in a "pass-no pass" grading system.
- (e) "Community Services Offering" means a fee-supported community services class authorized pursuant to Education Code section 78300 and approved pursuant to subdivision (d) of section 55002 for which state apportionment is not claimed and credit is not awarded.
- (f) "Content review" means a rigorous, systematic process developed in accordance with sections 53200 to 53204, approved by the Chancellor as part of the district matriculation plan required under section 55510, and that is conducted by faculty to identify the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a corequisite course.
- (g) "Contract Course" means a course which a community college district offers under a contract pursuant to Education Code section 78021 with a public or private agency, corporation, association, or other organization.
- (h) "Corequisite" means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.
- (i) "Course" means an organized pattern of instruction on a specified subject offered by a community college pursuant to subdivisions (a), (b) or (c) of

section 55002.

- (j) "Course repetition" occurs when a student who has previously received an evaluative symbol in a credit course, as set forth in section 55023, re-enrolls in that course and receives an evaluative symbol.
- (k) "Courses that are determined to be legally mandated" are courses that are required by statute or regulation as a condition of the student's paid or volunteer employment.
- (l) "Courses that are related in content" are those courses with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation.
  - (m) "Educational program" is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.
  - (n) "Enrollment" occurs when a student receives an evaluative or nonevaluative symbol pursuant to section 55023 in a credit course.
  - (o) "Extraordinary conditions" are those conditions meeting the requirements of section 58509(a) **allowing a community college to provide a full refund of enrollment fees to a student.**
  - (p) "Intercollegiate academic or vocational competition course" is a course that is designed specifically for participation in non-athletic competitive events between students from different colleges that are sanctioned by a formal collegiate or industry governing body. The participation in the event must be directly related to the course content and objectives pursuant to subdivisions (a) or (b) of section 55002.
  - (q) "Intercollegiate athletic course" is a course in which a student athlete is enrolled to participate in an organized competitive sportsponsored by the district or a conditioning course which supports the organized competitive sport.
  - (r) "NC" means "no credit" and is a symbol used to denote that a student did not receive credit for a course taken on a "credit-no credit basis" prior to the Fall 2009 term, or at a different institution which uses the "credit-no credit symbol. This symbol is the equivalent of "no pass" in a "pass-no pass" grading system.
  - (s) "Necessary and appropriate" means that a strong rational basis exists for concluding that a prerequisite or corequisite is reasonably needed to achieve the purpose that it purports to serve. This standard does not require absolute necessity.

- (t) "Noncredit basic skills courses" are those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as noncredit courses pursuant to subdivision (c) of section 55002.
- (u) "Nondegree-applicable basic skills courses" are those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as nondegree-applicable credit courses pursuant to subdivision (b) of section 55002.
- (v) "Prerequisite" means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.
- (w) "Satisfactory grade" means that, for the course in question, the student's academic record has been annotated with the symbol A, B, C or P as those symbols are defined in section 55023.
- (x) "Special classes" means those instructional activities designed to address the educational limitations of students with disabilities who would be unable to substantially benefit from regular college classes even with appropriate support services or accommodations as set forth in section 56028.
- (y) "Substandard academic work" means course work for which the grading symbols "D," "F," "FW," or "NP" (as defined in section 55023) have been recorded.

**§ 55022 PASS-NO PASS GRADING OPTION.**

- (a) The policy adopted pursuant to section 55021 may permit courses to be offered in either or both of the following categories and, if so, shall require that each college catalog specify the category into which each course falls:
  - (1) Courses in which all students are evaluated on a "pass-no pass" basis.
  - (2) Courses in which each student may elect until the last day of instruction, as established and published by the districts, whether the basis of evaluation is to be "pass-no pass" or a letter grade.
- (b) All units of credit earned on a "pass-no pass" or "credit-no credit" basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

- (c) Units earned on a "pass-no pass" basis shall not be used to calculate grade point averages. However, units attempted for which a student receives a "NP" designation (as defined in section 55023) shall be considered in probation and dismissal procedures.

**§ 55023 ACADEMIC RECORD SYMBOLS AND GRADE POINT AVERAGE.**

(a) Except as provided in subdivisions (b) and (c), grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols:

<i>Symbol</i>	<i>Definition</i>	<i>Grade Point</i>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Passing (At least satisfactory - units awarded not counted in GPA.	
NP	No Pass (Less than satisfactory, or failing - units not counted in GPA.	

- (b) The governing board of a community college district may use "plus" and "minus" designations in combination with letter grades, except that the grade of C minus shall not be used. If pluses and minuses are used, the grade point value of a plus shall be computed by adding 0.3 to the value assigned to the letter grade with which it is combined, and the grade point value of a minus shall be computed by subtracting 0.3

from the value assigned to the letter grade with which it is combined, except that no grade point value shall be less than 0 or greater than 4.0.

- (c) Regardless of whether the governing board elects to use plus and minus grading, it may provide for the use of the "FW" grade symbol to indicate that a student has both ceased participating in a course some-time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances. The "FW" symbol may not be used if a student has qualified for and been granted military withdrawal. If "FW" is used, its grade point value shall be zero (0).
- (d) The governing board of each community college district shall publish the point equivalencies for the grades used in subdivision (a), or, subdivisions (a) and (b) (if pluses and minuses are used) in the catalog or catalogs of each college in the district as a part of its grading policies. In the event the governing board chooses to use the "FW" described in subdivision (c), it shall be included in the grading system and point equivalencies published in the catalog.
- (e) The governing board of each community college district may authorize the use, under controls and conditions specified below, of only the following nonevaluative symbols:

Symbol    Definition

- I    Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for the removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" may be made up no later than one year following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating units attempted nor for grade points. The governing board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.



- IP In progress: the "IP" symbol shall be used only in those courses **that** extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The appropriate evaluative symbol (grade) and unit credit shall be assigned and replace the IP symbol once the course is completed.
- RD Report Delayed: The "RD" symbol may be assigned by *the* registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.
- W Withdrawal: The "W" symbol may be used to denote withdrawal in accordance with the requirements of section 55024.
- MW Military Withdrawal: The "MW" symbol may be used to denote military withdrawal in accordance with section 55024.
- EW Excused Withdrawal: The "EW" symbol may be used as described in, and in accordance with, section 55024.
- (f) In calculating students' degree-applicable grade point averages, grades earned in nondegree-applicable credit courses shall not be included.
  - (g) The governing board of each district shall adopt rules and regulations governing the inclusion or exclusion of units in which a student did not receive a grade or "pass-no pass" or from which the student withdrew in accordance with rules adopted by the district.

#### **§ 55024. WITHDRAWALS FROM CREDIT COURSES.**

- (a) District governing boards shall adopt a policy governing withdrawals from credit courses that implement the requirements of this section.,

(1) Student withdrawal procedures shall be published in the course catalog. These procedures shall provide that students withdraw from a course by notifying the college registrar and that the registrar shall inform appropriate college district personnel including faculty.

A student who withdraws prior to the end of the fourth week of a course, or the expiry of 30 percent of a term, whichever occurs earlier, shall not receive the withdrawal symbol "W" on their transcript. A student who withdraws after this period, but before the end of the fourteenth week of a course, or the expiry of 75 percent of a term, whichever occurs earlier, shall receive the withdrawal symbol "W" on their transcript, unless the district selects an earlier final withdrawal date. A student who remains in a course beyond the district withdrawal date may not withdraw, and shall receive the appropriate a symbol on their transcript. as

authorized in section 55023. The governing board may establish a period shorter than the first four weeks or 30 percent of a term, during which no notation shall be made.

The "W" shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal of a student.

(2)(A) Military withdrawal occurs when a student on active or reserve status in the United States military or National Guard receives orders compelling a withdrawal from courses. Upon verification of such orders, the military withdrawal symbol "MW" shall be assigned to all courses affected by the military withdrawal.

(B) Military withdrawals shall not be counted in progress probation and dismissal calculations, and shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

(c)(1) Excused withdrawals shall be allowed to students in extenuating circumstances at any time, upon petition of the student or their representative.

(2) "Extenuating circumstances" means cases of accidents, illnesses, or other circumstances beyond the control of the student. Colleges shall proactively engage with the student or their representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal. If mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol ("EW") on their transcript. Students shall not be denied an excused withdrawal due to a college's inability to respond to the petition or to provide sufficient assistance to mitigate the student's circumstances.

(3) An excused withdrawal shall not be counted in progress probation and dismissal calculations, or toward the permitted number of withdrawals or enrollment attempts. In no case may an excused withdrawal result in a student being assigned an "FW" grade.

(4) An excused withdrawal shall be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation.

(5) An excused withdrawal shall be assigned if a student withdraws from a course due an extraordinary condition under section 58509.

## § 55031 STANDARDS FOR PROBATION

(a) Academic probation. A student who has attempted at least 12 semester or 18 quarter units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the

basis of the grading system described in section 55023.

(b) Progress probation. A student who has enrolled in a total of at least 12 semester or 18 quarter units as shown by the official academic record shall be placed on progress probation when the student receives symbols of "W," "I," or "NP" as defined in section 55023 and 550301 in fifty percent (50 percent) or more of all units in which a student has enrolled.

(c) The governing board of a community college district may adopt standards for probation, provided any such standard is at least as favorable to student progress as the standards established in subdivisions (a) and (b).

#### **§ 55032. REMOVAL FROM PROBATION.**

(a) A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

(b) A student on progress probation because of an excess of units for which entries of "W," "I," and "NP" (as defined in section 55023 and 55030) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

(c) The governing board of a district shall adopt and publish procedures and conditions for probation, appeal of probation, and requests for removal from probation. Any such standard must be at least as favorable to student progress as the standards established in subdivisions (a) and (b).

#### **§ 55033. STANDARDS FOR DISMISSAL.**

For purposes of this section, semesters or quarters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not exceed one full primary term.

(a) A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 2.0 in all units attempted in each of 3 consecutive semesters (5 consecutive quarters) which were graded on the basis of the grading system described in section 55023.

(b) A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," and "NP" (as defined in section 55023

and 55030) are recorded in at least 3 consecutive semesters (5 consecutive quarters) reaches or exceeds fifty percent (50%) in accordance with section 55031.

(c) The governing board of a district shall adopt and publish procedures and conditions for dismissal and appeal of dismissal and request for reinstatement. Any SUCH standard must be at least as favorable to student progress as the standards established in subdivisions (a) and (b).

**§ 58146. EMERGENCY CONDITIONS ALLOWANCE FOR DISTRICTS UNABLE TO MAINTAIN COLLEGE FOR PRESCRIBED TIME; GENERAL PURPOSE APPORTIONMENTS MATERIALLY DECREASED.**

(a) An emergency conditions allowance is an allocation of funds calculated to approximate the same general purpose apportionments the district would have received from the State School Fund had an emergency or extraordinary condition not occurred. The Chancellor may authorize an emergency conditions allowance for a district affected by an emergency or extraordinary condition.

(b) An "emergency or extraordinary condition" is an event that prevents a district from maintaining instruction for at least 175 days during a fiscal year, or materially decreases a district's general purpose apportionments. An "emergency or extraordinary condition" may be caused by the following events:

- (1) fire;
- (2) flood;
- (3) earthquake;
- (4) impassable roads;
- (5) an epidemic or a pandemic;
- (6) the imminence of a major safety hazard as determined by a local law enforcement agency.;
- (7) a strike involving public transportation services used by students.
- (8) the unavailability of classroom facilities leased by the district where the unavailability is caused by extraordinary factors beyond the control of the district;
- (9) any order of any military officer of the United States or of the state to meet an emergency created by war, or of any civil officer of the United States, of the state, or of any county, city and county, or city authorized to

issue such order to meet an emergency created by war;

(10) a public health crisis recognized by a city or county board of health, or the State Department of Public Health;

(11) another emergency declared by the state government or the federal government.

(c) The Chancellor may require by affidavits from appropriate district officials to establish the impacts an event has caused to the district, and demonstrate its efforts to mitigate the effects of the event and to avoid a material decrease to its general purpose apportionments.

§ 55000 (o) An "emergency condition or extraordinary condition" is a condition meeting the requirements of section 58146. subdivision (b).

#### 58161. APPORTIONMENT FOR CREDIT COURSE ENROLLMENT.

(a) A community college district may claim state apportionment for students enrolled in credit courses on the district's census date. except as otherwise indicated in this section.

(b) A district may not receive state apportionment for a student who has previously received a satisfactory grade, as defined in section 55000. subdivision (w). in the same credit course unless a one-time exception applies.

(c) A district may claim state apportionment for students enrolled in a credit course no more than a total of three times.

(d)(l) Notwithstanding subdivisions (b) and (c) of this section. a district may claim state apportionment for students enrolled in credit courses designated as repeatable under section 55041, for no more than four times for semester courses or six times for quarter courses. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course.

(2) Notwithstanding subdivisions (b) and (c) of this section, a district may claim state apportionment for students enrolled in active participatory credit courses that are related in content in physical education, visual arts, or performing arts, for no more than four times for semester courses or six times for quarter courses. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course.

(e) Notwithstanding subdivisions (b), (c), and (d) of this section, a district may claim state apportionment for one additional enrollment of a student in a credit course resulting in that student's repetition of that credit course when the district determines that there has been a significant lapse of time as defined in

section 55043.

(f) Notwithstanding subdivisions (b), (c) (d) and (e) of this section, a district may claim state apportionment for students enrolled in credit courses without limitation in the following circumstances:

- (1) The student is enrolled in a legally mandated training class.
- (2) The student is enrolled in a credit special class due to a disability-related accommodation.
- (3) The student is enrolled in a variable unit open entry/open exit credit course, but only to the extent that repetition of such courses is permitted under section 55044.
- (4) The student is enrolled in work-experience education.
- (5) The student is enrolled in a course as a result of a change in industry or licensure standards such that repetition of the course is necessary for employment or licensure.

(g) To the extent permitted by article 4 of subchapter 1 of chapter 6, a district may permit enrollment in credit courses beyond the limits set forth in this section, but such additional enrollments may not be claimed for state apportionment.

§ **58509. REFUND OF ENROLLMENT FEES AND WITHDRAWAL DUE TO AN EXTRAORDINARY CONDITION.**

(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 courses, 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 as defined in section 58146; or
- (2) the student was personally impacted by an event enumerated in section 58146, conditions preventing the student from attending one or more courses.

(b) Consistent with section 55024 subdivision (a)(4), a community college district shall record an "EW" on the academic record of a student who withdraws from one or more courses due to any of the circumstances



described in subdivision (a)

The Dept of Finance (DOF) has not approved the fiscal on this regulation, so it is currently on hold. Then goes to Secretary of State (SOS) + office of Adm. Law (AOL)

Imple-  
mentation

Changes from guidelines by Chancellor's Office since March 2020.

17



## Admissions & Records

Timer ⓘ Hide

27 minutes

\* = required field

### Deadlines for Removal of W and Refunds of Fees

(extensions will not be granted)

Course Taken	Petition Deadline
Summer	November 30
Fall	April 30
Winter	May 30
Spring	October 30

## Special Consideration Petition

### Instructions

This form may be used to petition for the removal of a W in a course, the refund of tuition/fees, late withdrawal from a class, a residency appeal, or for a general appeal of a regulation that the Admissions & Records Office oversees. All appeals are subject to review of pertinent documentation and adherence to procedures specified and applicable Administrative Regulations and California Education Code. Failure to adhere to instructions will result in denial of petition. Read carefully.

**Timeline to Review:** all petitions will be reviewed by the Admissions & Records Special Considerations Committee in the order received. The estimated turnaround is 4-8 weeks, provided all documentation has been provided.



**Extenuating Circumstances:** a Petition for Special Consideration will be reviewed when written documentation is provided verifying the extenuating circumstances the student believes impacted their ability to withdraw on time, for example. Extenuating circumstances are defined as an institutional error, serious accident, incarceration, hospitalization during the impacted period, etc.

**Excused Withdrawals:** In some instances, students may be approved to switch from a W to an EW (Excused Withdrawal). An Excused Withdrawal (EW) may be granted at the discretion of the Special Considerations Committee in cases such as when the student must withdraw from one or more courses due to specific events beyond their control and supporting documentation evidences this. The EW does not get counted in (1) progress probation and dismissal calculations, and (2) will not count against the permitted number of withdrawals or enrollment attempts in a given course. As a result, students with an Excused Withdrawal (EW) may repeat the course(s) from which they have withdrawn. The EW may be issued effective Summer 2018 and cannot be applied retroactively. Enrollment, tuition, Health Services, SMC student ID, A.S. Activities, and Student Representation fees will not be refunded.

**Documentation:** provide any documentation relevant to your request. **Petitions submitted without backup documentation will likely be denied.** Include things like verifiable medical documentation.

If requesting the removal of a W, late withdrawal, or a refund of fees, the petition will be forwarded to the instructor to verify nonattendance or nonparticipation in the class prior to the relevant class deadlines. Ensure you provide the correct email address for the faculty member.

**Communication Concerning the Appeals:** all communications and decisions concerning the petition will be sent to the student's SMC email address.

**Examples of instances when the petition will be denied:**

- You attended or participated in the class past the Withdrawal or Refund deadline.
- You are dissatisfied with the grade you received. Grades assigned by faculty are considered final, in the absence of mistake, fraud, incompetence, and bad faith.
- Your education goal has changed and no longer need the class.
- You fell behind in class.
- Your residency application was not approved, so you want a refund or a withdrawal once the deadlines have passed.

## Student Information

Last Name: *	<input type="text" value="Counselor"/>	First Name: *	<input type="text" value="DE"/>	ID Number: *	<input type="text" value="a0001"/>	Email: *	<input type="text" value="DECounselor@smc.edu"/>
--------------	----------------------------------------	---------------	---------------------------------	--------------	------------------------------------	----------	--------------------------------------------------

Are you receiving financial aid?

\*  ▾

*\*As a financial aid recipient I understand that if this request is granted it may impact the financial aid received for this term and/or any future term if the standards of academic progress are not met. I may also need to pay back any aid I received. I assume all responsibility for adverse consequences.*

Are you an International Student (F1)?

\*  ▾

*\*Submitting a petition requesting the removal of a "W" and/or a late withdrawal may potentially impact your F1 Visa status. Consult with a Counselor in the IEC before submitting the petition.*

## Action Requested


Removal of W    Refund of fees    Residency Appeal    Late Withdrawal    Catalog Rights    HSCE Additional Units    Other \*

*\*\*Requests to Remove a W from your transcript and Refund of Fees will be considered only for instances when you stopped attending the class prior to the W deadline and Refund deadline, respectively, for the class. If you attended/participated in the class after the deadline, your request will be denied. A statement and signature from the instructor is required. Once you submit the form, it will be routed to the instructor for feedback (ensure you provide the correct email address).*

*\*\*Health fees are mandatory and cannot be waived.*

### My petition impacts this course:

Term: \*  ▾   Year: \*    Course: \*    Section: \*

Instructor \*    Instructor  Email: \*

**Please ensure you provide the correct Instructor Name and Email. Entering incorrect information will cause significant delays or your petition may not be reviewed at all. Check the [SMC Directory](#) for the correct email address.**

*What reasons justify your request? Describe pertinent information, including dates, courses, etc. If this is a Residency Appeal, what new information are you providing to justify the appeal? Explain in detail.*

\*

Attach any documentation in support of your request:  No file chosen

*Files over 25 MB will not be accepted*

I have fully read the instructions on this form and have ensured I meet the conditions outlined. I certify under penalty of perjury that all information and documentation provided in support of my Petition for Special Consideration is legitimate and accurate. I have read the instructions provided on this form.

Student Name

\*

\*

(click to sign)

Student Signature

Date

**Click the "Submit" button below.**

If your request is for Removal of W, late withdrawal, or Refunds of Fees, the form will be routed to the instructor for that class. Once feedback is received from the instructor, the form will go to the Special Considerations Committee for review.

Petitions for residency appeals, catalog rights, and "other" reasons may be reviewed by the Admissions and Records Supervisor or the Special Considerations Committee.

Submit Form