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**Administrative Regulation**  
Chapter 5 – Student Services

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**AR 5075      COURSE ADDS, DROPS, AND WITHDRAWALS**

**Adding Courses**

Students may add classes through the registration period on their electronic student portal.

Instructors may also issue a student a late authorization code which the student will use to add the class via their student portal using the late authorization code.

Instructors may reinstate a dropped student 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.

After the registration period concludes, classes may only be added by formal request from the student to the Dean of Enrollment Services or designee by a Petition for Special Consideration signed by the instructor, stating the extenuating circumstances justifying the enrollment. The decision to grant or deny the petition shall be made by the Dean of Enrollment Services or designee.

**Withdrawals**

1. Pursuant to Title 5 Section 58004, faculty must clear the rolls of inactive enrollment as of the day before the census day for all students. 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  - officially withdrawn from the course, or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 nonparticipation in an online 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 5070.
4. During the first two weeks of a 16 week 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.
5. To avoid a "W" notation on their academic record, a student may withdraw from a single class or from all classes through the day before the published census day deadline or 20th percentile of a short term course. Students who withdraw or are dropped from classes during the first four weeks or 20% of the term, whichever is less, will receive no 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 disqualification policy.

6. A guaranteed "W" notation will be assigned if a student withdraws from a single class or from all classes pursuant to Title 5, Section 55024(a.4) from the day after census, 20% of the term through the 75th percentile of a semester or session (the end of 14th calendar week of instruction for a full length course). The student will receive "W" notation(s) on their transcript and units will be included in "units enrolled" as defined in the lack of progress and disqualification policy.
7. 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, SP, I, IP, or RD.
8. A student will be permitted to withdraw from a class and receive a "W" no more than three times for the same course.

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.
9. 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.
10. 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 or because such condition required the student to evacuate their home. The District may provide a full refund of enrollment fees.
11. After the 75th percentile of the semester or session, a student or their 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 their own behalf. The petition must be initiated by the student and/or representative, taken to the instructor of record, and returned to the Admissions and Records Office. A student will be assigned a "W" upon certification with the instructor and authorized by the Dean of Enrollment Services or designee. Once the student takes the final examination for the class, the student becomes ineligible for a late withdrawal. 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.
12. Petitions for retroactive withdrawals must be filed with the Admissions and Records Office no more 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 in order for their retroactive withdrawal request to be considered.
13. 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 for Special Consideration 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. In no case may a military withdrawal result in a student being assigned an "F" grade. 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 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 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.

14. An excused withdrawal ("EW") occurs when a student is permitted to withdraw from one or more courses due to specific events beyond the control of the student affecting their ability to complete their course(s) in accordance with the requirements of Title 5 Section 55024. Such events may include (1) a job transfer outside the geographical region; (2) an illness in the family where the student is the primary caregiver; (3) a student being subject to immigration action; (4) the release from custody or involuntary transfer, before the end of the term, of a student who is incarcerated in a California state prison or county jail; or other extenuating circumstance(s) making 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 the student's behavioral violation or if the student requested and was granted a mid-term transfer. The student must file a Petition for Special Consideration through the Office of Admissions and Records. Upon verification of these conditions and consistent with the District's required documentation substantiating the condition, a withdrawal symbol of "EW" may be assigned at any time after the period established by the District during which no notation is made for withdrawals. In no case shall an excused withdrawal result in a student being assigned an "F" grade. "EW" 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 disqualification calculations.
15. Any petition for conditions 10 through 14 above must be filed no more than 90 calendar days after the end of the term when the class was taken. The student must provide documented and verifiable evidence as part of the petition. All petitions will be reviewed by the Admissions & Records Appeals Committee and a decision shall be rendered within two months.

Also see BP/AR 5070 Attendance.

**References:**

Title 5 Sections 55024, 58004, 58508, and 58509;

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*(Replaces SMC AR 4321)*