



**Policy**

**5075 Course Adds and Drops**

The Board directs the Chancellor to establish procedures that ensure the District complies with the appropriate laws, mandates, and statutes regarding course adds and drops.

**Cross References (see also):**

YCCD 4230 – Grading and Academic Record Symbols

**References:**

Title 5 Sections [55024](#), [58004](#), and [58509](#)

**Adopted:** March 13, 2019

**Revision Adopted:** ~~April 14, 2021~~, May 10, 2023

**Last Reviewed:** ~~March 13, 2019, April 14, 2021~~, May 10, 2023

**Administrative Procedure****5075 Course Adds and Drops****Adding Courses**

Students may add full-term courses through the registration period; short-term courses have individual deadlines. After the semester begins, students may register for open seats in full-term Fall and Spring courses without the need for a faculty add authorization during the first two days of the term. After this period, students may register for a course upon receipt of add authorization from the course instructor.

After census, classes may only be added by formal request from the student to the instructor. A permission to add after census form will be completed by the instructor with the division dean approval and submitted to the Admissions and Records Office or Enrollment Services Office.

**Withdrawals**

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. Students who withdraw or drop classes during the first two weeks or 20% of the term, whichever is less, will receive no notation on their academic record (or 10% of course for short-term courses). A student who withdraws after this period, but before the end of the fourteenth week of a course, or the expiration of 75% of a term, whichever occurs earlier, shall receive the withdrawal symbol “W” on their transcript, unless the District selects an earlier final withdrawal date. The “W” shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal of a student.

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.

“Inactive students” include:

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

A student will be permitted to withdraw from a class and receive a “W” (see Board Policy and Administrative Procedure 4225 Course Repetition).

A military withdrawal (“MW”) will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. 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, a withdrawal symbol of “MW” shall be assigned to all courses affected by the military withdrawal.

An excused withdrawal (“EW”) 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. Excused withdrawals shall be allowed to students in extenuating circumstances at any time upon petition of the student or their representative. “Extenuating circumstances” means cases of accidents, illnesses, or other circumstances beyond the control of the student. Additionally, an excused withdrawal shall be assigned if a student withdraws from

1 a course due to an extraordinary condition under Title 5 Section 58509 or if the determination is made  
2 that the student withdrew from a course due to unlawful discrimination or retaliation.

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4 A failure to withdraw (“FW”) may be awarded to students who cease participating in a course after the  
5 last day to officially withdraw from the course without having achieved a final passing grade, and when  
6 students have not received District authorization to withdraw from the course due to extenuating  
7 circumstances. A “FW” cannot be used if the student has continued to attend after the final withdrawal  
8 date, but failed the class; earning an F grade. In no case may a military withdrawal result in a student  
9 being assigned an “FW” grade. In no case may an excused withdrawal result in a student being assigned  
10 an “FW” grade.

11 **Cross References (see also):**

12 YCCD 4230 – Grading and Academic Record Symbols

13 **References:**

14 Title 5 Sections [55024](#), [58004](#), and [58509](#)

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18 **Procedure Last Revised:** ~~March 13, 2019, April 14, 2021,~~ May 10, 2023

19 **Last Reviewed:** ~~March 13, 2019, April 14, 2021,~~ May 10, 2023