



**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:**

**Adopted:** March 13, 2019

**Revision Adopted:** April 14, 2021

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

## 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 a course upon receipt of an authorized add code 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).

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 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 of “MW” 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 a military withdrawal result in a student being assigned an “FW” grade.

An excused withdrawal (“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 dismissal calculations. An excused withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is subject to immigration action, or other extenuating circumstance 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

1 a mid-semester transfer. Upon verification of these conditions and consistent with the District’s required  
2 documentation substantiating the condition, a withdrawal symbol of “EW” may be assigned at any time  
3 after the period established by the District during which no notation is made for withdrawals. In no case  
4 shall an excused withdrawal result in a student being assigned an “FW” grade.

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

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

15 YCCD 4230 – Grading and Academic Record Symbols

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17 **References:**

18 Title 5 Sections [55024](#) and [58004](#)

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20 **Procedure Last Revised:** ~~March 13, 2019~~, April 14, 2021

21 **Last Reviewed:** ~~March 13, 2019~~, April 14, 2021