

**ADMINISTRATIVE PROCEDURE 5075 COURSE ADDS, DROPS AND WITHDRAWALS****I. Adding Classes**

- A. Students may add classes throughout the registration period subject to the following:
  - 1. Students must check the “Academic Calendar” for the last day to add classes.
  - 2. After the first day of class, instructors will issue a permission number if space is available. Students, who are on the wait list and present, will be given first priority.
- B. If a class is open, students can add the class by:
  - 1. Using the Passport System via the Internet.
  - 2. Going in person to the Office of Admissions and Records at any of the four Peralta colleges.
- C. If a class is closed, students can add their name to the Wait List prior to the first day of class.

**II. Late Adding of Classes**

In very select extenuating circumstances, the College may late add a student. The late add card will need to be approved by the instructor of record and the Vice President of Instruction.

**III. Dropping Classes**

- A. Students are responsible for dropping classes through the Passport System via the Internet or at any Office of Admissions and Records.
- B. Students should refer to the academic calendar in the catalogs or the class schedule to determine the deadline dates for dropping a class with a refund, with no grade, or with a “W”.

**IV. Withdrawal**

- A. A withdrawal from a class reported to the District Admissions and Records Office prior to the Census date shall not be noted on the student’s academic record.
- B. A “W” symbol will be recorded on the student’s transcript upon withdrawal during the period after the Census date and the end of the fourteenth week of instruction (or between 21% to 75% of instruction for the summer session and short-term courses). The “W” symbol shall not be used to determine academic probation but only to determine progress probation.
- C. The academic record of a student who has not withdrawn from class nor has been dropped by an instructor within the time allowed by this policy must reflect a grade other than “W” as awarded by the instructor.
- D. Students will not be permitted to withdraw and receive a “W” in any given course more than three times (substandard grades are also included in determining the ability to repeat courses).
- E. Enrollment Fee Refund Information can be obtained at the following Web link:  
<http://eperalta.org/wp/admissions/?p=468>

**V. Official Withdrawal from College**

- A. The District considers a student withdrawn from the district when the student, the instructor or Admissions and Records staff initiates a drop of a course(s) that results in the student having no enrollment in any course(s) for the term.
- B. The official date of student withdrawal will be the last drop date that results in the student having no enrollment in any course(s) in the district for the term.
- C. In order to be reinstated back to the College, the student may register in other courses that begin later in the term and before the next two consecutive terms.
- D. If the student does not attend for two consecutive terms, the record will automatically be flagged as discontinued. An admission application will be required for enrollment in the next upcoming term.

**VI. Military Withdrawal and Excused Withdrawal**

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/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 a mid-semester transfer. 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 "FW" grade.

**VII. Instructional Faculty and Attendance Verification and Census Rosters**

- A. Each term instructional faculty members will receive notification on how to report student enrollment by Census Day and Attendance Verification Day. Instructional faculty members are to report No-Shows and Drops on the Census Roster. The Attendance Verification Roster should report students who stopped attending after the Census Verification Day. Instructional faculty must keep accurate attendance records throughout the semester. Instructional faculty members are notified that they cannot drop students on the final grade roster.

**References:**

Title 5 Sections 55024 and 58004

Approved by the Chancellor: February 19, 2013

Revised and approved by the Chancellor: November 16, 2018