

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5075 COURSE ADDS AND DROPS

References: Title 5 Sections 55024 and 58004

Deadline Dates

The Admissions and Records Office will publish on the Citrus College website the deadline dates to add, drop without record, receive a refund, withdraw with a "W", and census date for each class.

Adding Courses

Students may add classes until the last day to add for each class. If the class is closed because the enrollment maximum is reached, the instructor or another college official may give students add codes to register for the class. Add codes issued by the instructor of record or another college official, may only be used by the student to whom they were given. Students may not sell or give add codes to other students.

A student is not registered for a class if their name does not appear on the official class roster. Student on a waiting list are not officially registered in the class.

After the last day to add a class, the class may only be added by formal petition from the student to the Dean of Enrollment Services.

Withdrawals

- No notation shall appear on the student's record for drops during the first 20% of the class.
- Students will receive a "W" withdrawal for drops between the 20% and 60% of the class.
- Drops after 60% of the course is completed will not be authorized. An evaluative grade (A, B, C, D, F, FW, P, NP) must be given.

A student will be permitted to withdraw from a class and receive a "W" no more than three times. After the second withdrawal, a student is required to go through the three-peat process to enroll in the course.

Students may petition the Dean of Enrollment Services to enroll in a class after having received the maximum authorized number of "W" symbols. If the petition is approved, the student must receive a grade or a non-evaluative symbol other than a "W" upon completion of the course and the District shall not claim apportionment for that additional 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" shall 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 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.

While primary responsibility for class attendance and maintaining an accurate registration record rests with the student, the instructor has the responsibility for maintaining accurate and proper accountability records for state apportionment requirements. Students are responsible for adding or dropping courses. Before the census day for each class, the instructor of record shall clear the class roster of inactive 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.

See Administrative Procedure 4223 Withdrawal from Courses and Administrative Procedure 4225 Course Repetition.

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