



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

Administrative Procedure

Chapter 5 – Student Services

AP 5075 – COURSE ADDS AND DROPS

1. ADDING COURSES

- a. Students may add classes with available seats through the registration period.
- b. If a class is full, students may waitlist the class. During registration, students are added from the waitlist in chronological order as seats become available. Students must meet all registration requirements at the time of registration from the waitlist process.
- c. Once the semester begins, students may only add a class with permission from the instructor. Faculty are strongly encouraged to follow the waitlist order. Students will not be allowed to add classes beyond the published add deadline for the class.
- d. Students are not officially registered until all mandatory fees are paid in full.
- e. The maximum study load is 20 academic units in the fall and spring semesters, and 12 academic units in the summer session. The maximum study load includes Exercise Science activity units. Students may petition the Vice President of Student Services at the respective college for an exception to the limit.
- f. Students may not enroll in two or more courses where the meeting times overlap, or do not have at least a 10-minute passing period.
- g. Students may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.
- h. Students must meet all prerequisites or co-requisites of a course as stated in the college catalog at the time of registration.
- i. Students not officially registered in a class shall not be permitted to attend that class. No exceptions will be made.

2. DROPPING CLASS/WITHDRAWAL

- a. Drop prior to Census – Students who drop, or are dropped, prior to the census date shall have no notation made on their academic record. Census for primary session classes occurs on the next instructional day succeeding the add/drop deadline. Census for other sessions occurs at 20% of instruction for the class.
 - 1) Although it is the responsibility and obligation of the student to add, drop or withdraw from a course, instructors shall clear their rosters of inactive students no later than the end of the last business day before the census day for all students. Inactive

students include no-shows, those who have officially dropped, and those students who are no longer participating in the course.

- b. Withdrawal – Students who withdraw, or are withdrawn, on or after the census date and through the end of the withdrawal deadline will have a “W” posted to the academic record. The withdrawal deadline for primary session classes occurs on the 10th Friday of instruction. The withdrawal deadline for other sessions occurs at 60% of instruction.
- c. Withdrawal after deadline – The withdrawal deadline for students is after the 10th Friday for primary session classes, otherwise after 60% of instruction. The academic record of students who remain enrolled in a class beyond the published withdrawal deadline will receive an evaluative letter grade.
- d. Excused Withdrawal – Students who were required to withdraw or drop a course(s) due to extraordinary or extenuating circumstances are eligible to petition for an Excused Withdrawal, as identified in Title 5 Section 55024. Such cases will be handled through the petition process to have their academic record reflect the grade of “EW” for the impacted course(s). An “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.
 - 1) Extraordinary conditions are those defined in Title 5, Section 58146
 - 2) 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.
- e. Military Withdrawal – Students who are active members of the armed forces of the United States who receive orders compelling a withdrawal from class may petition to have their academic record annotated with a “W” symbol and transcript reference code MILT, to exclude the withdrawal from progress probation and disqualification calculations. Military Withdrawal will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. Students are required to provide verification of such orders. The symbol may be assigned at any time. In the event a student is unable to request a military withdrawal prior to the assignment of a final grade in class, a military withdrawal will only be assigned with approval from the instructor who assigned the original grade.
- f. Withdrawal due to Pregnancy – In accordance with Title IX of the Education Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences to be medically necessary. Students who withdraw after the drop deadline shall be given the opportunity to make up any missed work through the “Assignment of Incomplete” process. If a student elects to withdraw from the class(s) on or after census, a “W” shall be assigned and shall not be counted in progress probation and dismissal calculations.
- g. Withdrawal due to Discriminatory Treatment – In accordance with Title 5 regulations, if the District determines that a student withdrew from a course as a result of discriminatory treatment or due to retaliation for alleging discriminatory treatment, then

the district shall not assign a *W* to the student. Such cases will require documentation and will be handled through the petition process.

- h. Class Repetition – The District will comply with Title 5 regulations regarding class repetition and withdrawals (See AP 4225, *Course Repetition*).

Reference: Title IX, Title 5, Section 55024 and 58000 et seq.

Approved by
the Chancellor: June 28, 2023

Supersedes: AP 3002.2 – 01/13/17; (*Renumbered AP 5075*)