

**Student Services**

CCLC 42 updated this legally required procedure to align with updated Title 5 regulations. Formatting cleaned up. Our procedure does not exactly track the language of the model procedure. This is a 10+1.

Mici 6-13-2023

Approved. Jon H/Enrollment 9-14-2023

Copy to Mia/General Counsel 9-15-2023

To Academic Senate 9-15-2023

**AP 5075 CREDIT COURSE ADDS AND DROPS****References:**

Title 5 Sections 55024, ~~55040, 55041, 55043, 55045~~, 58004, ~~58508~~ and 58509

**Adding Courses**

1. Students may add classes through the census date on-line through the MyCOM Portal or in-person at the Office of Enrollment Services as described in the most current Schedule of Classes and the website.
2. Students may add or withdraw from open-entry/open-exit classes at any point in the term using the process described in the class schedule and the website.

**Late Enrollment Procedures**

After the student was in attendance by census and there were extenuating circumstances that prevented the student from registering on the last day to add, students may petition to add classes by submitting a Petition to Add a Class Late provided there is verifiable documentation that extenuating circumstances occurred. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student that prevented enrollment by the established deadline dates. All supporting documents must be attached to the petition at the time of submission to the Office of Enrollment Services.

1. Full-Term Classes  
Students may petition to add classes late one week after the registration period concludes provided the student was fully participating in the class by census date.
2. Short-Term Classes  
Students may petition to add classes late one week after the registration period concludes provided the course is still in session and the student was fully participating in the class by census date.
3. Students will be informed of the decision by the Office of Enrollment Services within ten days of submitting the petition. Students should continue to attend the class until they hear the results of their petitions. If the petition was approved, the student must notify the instructor that they are officially enrolled in the class. If the petition was denied, both the student and the instructor will be informed that the petition for late enrollment was denied and the student can no longer attend the class.

4. Deadline dates for submitting the Petition to Add a Class Late are published in the most current Catalog, Schedule of Classes and on the website. Petitions to add a class late will not be accepted after these dates.

### **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 may withdraw from class using the online process described in the current class schedule or they may submit a Drop Form to the Office of Enrollment Services. It is the student's responsibility to withdraw from class by the official deadline dates published in the most recent Catalog, Schedule of Classes, and the website. Students who withdraw or drop classes during the first four weeks or 30% of the term, whichever is less, will receive no notation on their academic record. 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 his/her/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. Students who withdraw after 30% of the term and before 75% of the term, whichever is less will receive a "W."

A student who remains in a course beyond the time allowed by district policy must receive a symbol or grade for that course on his or her academic record as authorized in section 55023 other than a "W."

The "W" shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal pursuant to article 3 of this subchapter.

Pursuant to Title 5 Section 58004, 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. Students who are dropped by instructors after 30% of the term will receive a "W."

"Inactive students" include:

- "No-shows" are defined as students who did not attend courses at any time.
- Students who have (a) initiated action to cancel enrollment in all courses or (b) have been dropped by authorized college personnel in accordance with Board policies.
- Students who are no longer participating in a course

Instructors may clear their rolls of any student who does not attend the first class meeting, including mandatory orientation sessions for distance education courses. Students not attending the first class meeting must notify the instructor in writing to request that their place be held in the class. Students who do not notify their instructors that they are not attending the first class meeting may lose their place in the class. Students who do not provide proof of meeting course pre-requisites at the first class meeting may also be removed from the roll. For online courses, a student may comply with these requirements electronically by accessing the course website or emailing the instructor during the first official week of the semester.

### **Military Withdrawal (Title 5 Section 55024(d))**

Military withdrawal occurs when a student, ~~who is a member of~~ on active or reserve status in the United States military or National Guard services, receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol of "MW" ~~will~~ shall be assigned to all courses affected

by the military withdrawal and military withdrawals shall not be counted for the permitted number of course withdrawals nor in progress probation or dismissal calculations. ~~In no case would a military withdrawal result in a student being assigned an "FW" grade.~~ (Also see AP 5013 titled Students in the Military.)

### **Excused Withdrawal**

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 withdraws from a course due to an extraordinary condition under Title 5 Section 58509. In no case shall an excused withdrawal result in a student being assigned an "FW" grade.

### **Withdrawals after 75% of the term or 14th week**

Students may petition to withdraw from classes due to documented extenuating circumstances after the last day of the 14th week or 75% of the term (whichever is less) and, after consultation with appropriate faculty, shall be recorded as a "W." Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. All supporting documents must be attached to the petition at the time of submission to the Office of Enrollment Services.

A "W" symbol shall not be assigned, or if assigned shall be removed, from a student's academic record when a;

- Determination is made pursuant to Title 5 Sections 59300 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.
- Student withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions and the withdrawal is authorized by the district pursuant to section 58509.

### **Non-Repeatable Courses (Substandard Grades or the "W" Symbol)**

Students are allowed a maximum of three enrollments in a non-repeatable course in which the final grade has resulted in either a substandard grade below a "C," "NP," or "NC" or the "W" symbol as outlined below:

1. A student who receives a substandard grade or the "W" symbol on the first attempt of a non-repeatable course taken at College of Marin, may enroll in that course one more time without a petition in an effort to successfully complete the course with a passing grade.
2. After receiving any combination of two substandard grades or the "W" symbol in the course, a student may submit a petition to the Office of Enrollment Services to enroll in the course for the third enrollment providing there is verifiable documentation that extenuating circumstances occurred. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
3. For the petition to be reviewed, the student is required to meet with a counselor to complete the petition.
4. All verifiable documents must be attached to the petition at the time of submission to the Office of Enrollment Services.

5. With an approved petition, the student must wait one week after the start of new and returning student registration begins to enroll in the course.

Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history.

*Office of Primary Responsibility:* ~~Office of~~ Enrollment Services

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Approved: June 22, 2010

Reviewed/Revised: April 19, 2011; June 18, 2013; February 18, 2014; July 21, 2015

**Revised:**