HARTNELL COMMUNITY COLLEGE DISTRICT

AP 5075 Course Adds and Withdrawals/Drops

References: Title 5 Sections 55024 and 58004

Adding Courses
Students may add classes through the registration and add/drop periods. Students are encouraged to use the online registration process to add classes as detailed in the College website, College Catalog, and/or Schedule of Classes.

After the add/drop period concludes, classes may only be added by completing and submitting a Late Registration Petition by the Friday of the third week of the semester. Classes may not be added after the census date except by approval of the instructor, the Area Dean, and the Dean of Student Affairs-Enrollment Services through the Late Registration Petition process.

Deadlines for adding courses can be found on the College website and Schedule of Classes.

Withdrawal/Drop
Students who withdraw or drop classes during the first three weeks or 20% of the term, whichever is less, will receive no notation on their academic record. Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less (Withdrawal “W” grade).

While primary responsibility for class attendance and maintaining an accurate academic record resides 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 of courses to their schedule of classes. Each instructor shall clear their class roster of inactive students no later than the end of the last business day before the census day for all students, at 60% of the semester to support the Department of Education’s Return to Title IV (R2T4) requirements, and no later than the end of the last business day of the 14th week or 75% of the term.

“Inactive students” include:
- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer meeting the requirements of the College’s Attendance Policy.

The College’s attendance policy, and procedures for the implementation of this policy, is featured on the College website, College Catalog, and/or Schedule of Classes. (See BP 5070)

Distance Education
Instructors in courses offered via distance education shall drop students if they have not entered a meaningful discussion board post, or completed an assignment, or communicated with the instructor by email either initiated by the student or as a response to the instructor's email within 72 hours of the start date. After first census, students that fail to regularly and substantively
interact in the course in the manner described above shall be dropped by the instructor. In addition, the instructor of a course offered via distance education will maintain a record of students' attendance to demonstrate compliance with said last date of attendance policy.

**Military Withdrawal** (Title 5 Section 55024(d))
Military withdrawal occurs when a student, who is a member of active or reserve United States military services, receives orders compelling a withdrawal from courses. A grade of “MW” will be assigned 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 “F” grade.

Withdrawals after 75% of the term or Fourteenth Week:
Students may petition to the Academic Standards Committee to withdraw (“W”) from classes due to documented extenuating circumstances after the last day of the 14th week or 75% of the term (whichever is less) but no later than 30 days from the end of the term. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Upon receipt of the Total Withdrawal form, the Dean of Student Affairs-Enrollment Services will consult with the appropriate faculty member. All supporting documents must be attached to the petition at the time of submission to the Admissions & Records Office.

**Limitations on “W” Grades**
Students are permitted to withdraw and receive a “W” in a course no more than two times due to documented extenuating circumstances. Students may petition to the Academic Standards Committee to enroll in a course after receiving two “W” grades if the total number of “W” grades received for the course does not exceed four. Students who have received three “W”s in a course are ineligible to enroll in that course again. 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 Admissions & Records Office.

The College does not claim apportionment for students who have been granted approval for course repetition beyond the two repetitions.

In the case of multiple withdrawals, the District offers academic interventions. Students are notified when they fall into both progress probation and progress dismissal status. Students on progress probation must complete the College’s online probation workshop. Students on progress dismissal status must enroll in a directed support program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load, completing a COU-1 course, attending an educational planning workshop as outlined by the dismissal notification letter.

Approved by Superintendent/President: March 22, 2016