AR 4321 Withdrawal from Class

1. Per Title 5 Section 58004, all "no show" students must be cleared by faculty from attendance rosters by the initial drop deadline. A student may also be dropped for excessive absences as stated in the instructor’s course syllabus.

2. Students have the ultimate responsibility for dropping courses they no longer wish to attend, although faculty have the right to drop students for non-participation.

3. A “W” shall not be assigned, or if assigned shall be removed, from a student’s academic record, if a determination is made pursuant to sections 59300 and 55024.8 that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.

4. Until the day before Census During the first 20th percentile of a semester or session, a student may withdraw from a single class or from all classes and may be eligible for a refund minus a processing fee. Transcripts will not include any notation of such enrollment(s). Units in such classes will not be included in "units enrolled" as defined in the lack of progress policy.

5. From Census date the 21st through the 50th percentile of a semester or session, a student may withdraw from a single class or from all classes. A student will receive "W's" on his/her transcript and units will be included in "units enrolled" as defined in the lack of progress policy.

6. From the 51st through the 75th percentile of a semester or session, a student may withdraw from a single class or from all classes with instructor consent if, in the instructor’s judgment there are extenuating circumstances (i.e., accident, illness, or other circumstances beyond the control of the student) which make the withdrawal necessary. A student will be assigned a "W" upon withdrawal. A student who does not qualify for the "W," as noted above, or who leaves a class without notification to the instructor or the Admissions and Records Office, may receive an "F." W's received during this period will be annotated in the student’s transcript and their corresponding units included in “units enrolled” as defined in the lack of progress policy.

7. The last official drop date shall correspond to the 75th percentile of the semester or session. A student actively enrolled in any class after the 75th percentile shall receive one of the following grades: A, B, C, D, F, CR, NC, P, NP, I, IP, or RD. Exemptions to this requirement include instances when a Military Withdrawal or a retroactive withdrawal has been granted.

8. After the 75th percentile of the semester or session, a student or his or her representative may petition for a late withdrawal if, in the instructor’s judgment there are extenuating, documented, and verifiable circumstances (i.e., accident, illness, or other circumstances beyond the control of the student) which make the withdrawal necessary. A student's representative must present documentation that the student is incapacitated and therefore unable to act on his/her own behalf. A student will be assigned a "W" upon
certification by the instructor and the Dean of Enrollment Services or designee. A student who does not qualify for the late withdrawal and/or leaves a class without notification to the instructor or the Admissions and Records Office, may receive an "F." W’s received during this period will be annotated in the student’s transcript and their corresponding units included in “units enrolled” as defined in the lack of progress policy.

9. Petitions for retroactive withdrawals must be filed with the Admissions and Records Office no longer than 90 calendar days from the end of the term in which the class was taken. Students must have had such extenuating, documented, and verifiable circumstances as those stated in Section 87 above, in order for his/her retroactive withdrawal request to be considered.

10. The military withdrawal “MW” symbol shall be assigned only for students who are members of an active or reserve U.S. military service and who receive orders compelling a withdrawal from courses.

   a. Upon verification of such orders, this symbol may be assigned at any time unless academic credit has been awarded. The “MW” shall not be counted in progress probation and disqualification dismissal calculations.

   b. Students who are members of an active or reserve U.S. military service, and who have withdrawn from courses due to military orders, may file a petition with the district requesting a refund of the enrollment fee. The district shall refund the entire fee unless academic credit has been awarded.

   c. In instances of academic dishonesty where the instructor assigns a final grade of “F,” the “F” may supersede a student’s right to a “W,” as stated in AR4411.

11. Pursuant to Title 5 Section 58509, a “W” will not be assigned (and if assigned will be removed) for to any student who withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions and the withdrawal is expressly authorized by Section 58509. The community college district may provide a full refund of enrollment fees.

Reference: Education Code Sections 70901, 70902
Title 5, Section 58004, 58508, 58509, 55024
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