

AR 5075 Course Adds and Withdrawals from Courses

Procedures for student course adds, and withdrawals shall be published in the course catalog, schedule of classes and college website. The district shall include provisions for proactive intervention such as GPS, in cases of multiple withdrawals.

Adding/Reinstatement of Courses

Students must add courses within the regular enrollment cycle directly through their student portal.

Students may enroll in open courses through the evening prior to the start of the course. Additional information may be found on the “enrollment” section of the class schedule, catalog and website.

Once the course starts, students may add only with an authorization code from the instructor.

It is the instructor’s responsibility to ensure that students attending course are officially enrolled.

It is the student’s responsibility to confirm enrollment. Those failing to enroll by the applicable deadline may not receive credit for the course.

Students who do not enroll by the deadline due to extenuating or extraordinary circumstances may submit a Special Consideration Petition to Admissions and Records that explains the condition(s) that prevented the enrollment in a timely manner. Instructor approval will be required for enrollment. The decision to either grant or deny the petition shall be made by the Special Consideration Committee or Dean of Enrollment Services or designee.

Instructors may permit a dropped student to re-enroll by issuing a reinstatement authorization code to the student. The student shall then add the course via their student portal using the reinstatement authorization code. Reinstatement codes are valid up until the 90 percent point of the length of the course.

Reinstatement codes are only to be used for students that were previously enrolled in the course.

A section switch from one section of the same course to another section is permitted under limited circumstances with approval of the instructor of the new section and the department chair up until the deadline to avoid a “W”. The Dean of Enrollment Services or designee must approve the request.

The District may not permit a student to enroll in two or more sections of the same credit course during the same term unless the length of the course is such that a student may enroll in two or more sections of the same course during the same term without being enrolled in more than one section at any given time.

Students wishing to change courses without paying additional enrollment fees once the semester (course) has started must do so prior to the Refund Deadline. Students are responsible for checking their student portal to determine the current term refund deadline for each course. The refund period can be different for each course.

“Holds” Preventing Enrollment

Numerous SMC departments have the ability to place a "Hold" on a student record, which can prevent future enrollment. These holds are placed for a variety of reasons, but generally mean that a department needs to be contacted to resolve an issue, or additional information may be requested in order to remove the hold.

Students who have a “Hold” on their student record must clear their “hold” prior to enrolling for the following term(s). Students will be allowed the processing of transactions while a “hold” is on their student record for the current term (i.e. withdrawal of a course(s)).

The Educational Debt Collection Practices Act prohibits Districts from withholding a transcript and/or verification of enrollment because the student owes a debt. If a student owes tuition, they are still able to obtain transcripts and/or verifications of enrollment. Some holds may impact the release of transcripts.

The District may withhold diplomas and future registration privileges from any student or former student who fails to pay a proper financial obligation to the District.

Eligibility for Refunds (10%)

To receive a refund for a course, students must withdraw by the last day of the second week of a full-length semester course or by the 10 percent point of the length of the course for a short-term course. A student may withdraw from a single course or courses and may be eligible for a refund minus a processing fee not to exceed \$10. Transcripts will not include any notation of such enrollment(s).

Refund deadline dates are posted next to each course for the specific term in the student portal and in the instructor’s portal.

To ensure that student is eligible for a refund, faculty may drop any student who has not attended or actively participated in a course prior to the refund deadline which is the last day of the second week of a full-length semester course or by the 10 percent point of the length of the course for a short-term course.

Pursuant to Title 5, section 58509, any student who withdraws from one or more courses, where the district finds that such withdrawal was necessary due to an extraordinary condition as defined in section 58146 shall be eligible for a refund:

- a. The District shall record an “EW” on the academic record of a student who withdraws from one or more courses due to extraordinary condition(s).
- b. An “EW” shall not be counted in progress probation and dismissal calculations, or toward the permitted number of withdrawals or counted as an enrollment attempt.

Student Withdrawals from Course

Students may withdraw from courses at any time up until the 75 percent point of the length of the course. Students who stop attending a class and remain on the instructor’s roster may get a substandard grade as determined by the instructor. Students are ultimately responsible for withdrawing from courses they no longer attend as stated in AR 5070 Attendance. The designated withdrawal deadline dates are posted in the student’s portal. If the withdrawal deadline date falls on a holiday, the deadline date will be the following business day.

Students anticipating or encountering extended absences due to medical, personal, or family emergencies should immediately contact the faculty member.

- Withdrawal to Avoid a “W” notation on Academic Transcript (30%)
To avoid a “W” notation on their academic record, a student must withdraw from the chosen course or courses, or be withdrawn by faculty through the last day of the fourth week of a full-length semester course or by the 30 percent point of the length of the course for a short-term course. Such withdrawals 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. Title 5, Section 55024
- Withdrawal with a “W” notation on Academic Transcript (75%)
A “W” notation will be assigned if a student withdraws from the chosen course or courses or is withdrawn by faculty after the fourth week and up until the last day of the fourteenth week of a full-length semester course or after the 30 percent point of the length of the course for a short-term course and up until the 75 percent point of the length of the course. The student will receive "W" notation(s) on their transcript and the units will be counted toward the permitted number of withdrawals and counted as an enrollment attempt, and will be counted in progress probation and dismissal calculations. Title 5, Section 55024

The District will inform students of pertinent important deadlines early in the term through their student portal.

Clearing Rosters at Census

Instructors must clear the rosters of inactive students no later than the end of the day immediately preceding the census day for all students which occurs on the Monday of the third week of a full-length semester course or nearest the 20 percent point of the length of the course for a short-term course (defined in AR 5070 Attendance).

Non-attending on ground or inactive online students are defined as any student as of census day who:

- (1) has been identified as a no show (defined as never attended or never participated), or
- (2) has officially withdrawn from the course, or
- (3) has been dropped from the course due to excessive absences or lack of substantive interaction/participation in online courses as specified in the instructor's syllabus as guided by Title 5, Sections 55204 and 58004. Instructors may only drop students from a course for excessive absences or lack of substantive interaction/participation and not due to poor performance.

Students with extenuating circumstances beyond the control of the student who have contacted the instructor may be left on the roster at the instructor's discretion pursuant to Title 5, Section 58004.

Faculty Role in Withdrawal Process

A faculty member should specify consequences for lack of attendance or substantive interaction/participation in the course syllabus. Participation requirements, if any, shall be outlined in the course syllabus.

Students who have excessive absences or a lack of substantive interaction/participation should be withdrawn by the instructor. Instructors are encouraged to refer students to campus resources for additional support. Instructors are also encouraged to inform students that they may be withdrawn if they do not reengage in the course. If instructors withdraw a student and later determine that the student can return to the class, the instructor may issue a reinstatement code prior to the 90 percent point of the length of the course. Students may be required to complete any missed assignments and examinations.

A student may be withdrawn by faculty up until the 75 percent point of the length of the course for excessive absences or lack of substantive interaction/participation as specified in the course syllabus. Students concerned about their performance in the course should consult with their instructor to determine if remaining in the course past the 75 percent point of the length of the course is in their best interest. Instructors may not withdraw a student for poor performance.

Faculty are encouraged to inform students to make contact with the instructor when anticipating extended absences due to medical, personal, or family emergencies.

Last Official Date for Faculty to Drop Students

The last official withdrawal date shall correspond to the last day of the fourteenth week of a full-length semester course or 75 percent point of the length of the course for a short-term course. A student actively enrolled in any course after the withdrawal deadline shall receive one of the following grades: A, B, C, D, F, CR, NC, P, NP, SP, I, IP, or RD.

Enrollment Limitation

A student will be permitted to withdraw from a course and receive a “W” or substandard grade “D”, “F” or “NP” notations no more than three times for the same course. Exceptions apply per AR 4225 Credit Course Repetition.

Withdrawal Due to Discriminatory Treatment or Due to Retaliation

A “W” shall not be assigned, or if assigned shall be removed, from a student’s academic record, and assigned an excused withdrawal, if a determination is made pursuant to Title 5, Sections 59300 and 55024.8 that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.

Military Withdrawal (MW)

The military withdrawal “MW” symbol shall be assigned only for students who are members of an active or reserve U.S. military service or National Guard who receive orders compelling a withdrawal from courses in accordance with the requirements of Title 5, Section 55024.

- a. The student must file a Special Consideration Petition through the Admissions and Records Office. Upon verification of such orders, this “MW” symbol may be assigned at any time unless academic credit has been awarded. The “MW” 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. In no case may a military withdrawal result in a student being assigned an “F” grade.
- 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 Special Consideration Petition with the district requesting a full refund of the tuition and fees paid to the college for the academic term in which the student was required to report for military service. The district shall refund the entire fee unless academic credit has been awarded.

Excused Withdrawals (EW)

The “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. In no case may an excused withdrawal result in a student being assigned an “F” grade.

The district policy shall include provisions for interventions in cases of multiple withdrawals.

a. Excused Withdrawal Due to Extenuating Circumstance

Per Title 5, section 55024, excused withdrawals shall be allowed to students in extenuating circumstances at any time during the term, upon Special Consideration petition of the student or their representative with written authorization from the student.

Extenuating circumstances are primarily connected to factors that impact the student such as circumstances beyond the control of the student affecting their ability to complete their course(s) in accordance with the requirements of Title 5 Sections 55024 and 55023. The district shall proactively engage with the student or their authorized representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal. If mitigation efforts are unsuccessful, the student shall receive the “EW” symbol on their transcript. Students shall not be denied an excused withdrawal due to a College's inability to respond to the petition or to provide sufficient assistance to mitigate the student's circumstances.

b. Excused Withdrawal Due to Extraordinary Condition

An excused withdrawal shall be assigned if a student withdraws from a course due to an extraordinary condition per Title 5, section 58509. “Extraordinary conditions” allow the district to provide a full refund of enrollment fees to a student.

An “extraordinary condition” is an event that prevents a district from maintaining instruction for at least 175 days during a fiscal year or materially decreases a district's general apportionments and meeting the requirements of Title 5, section 58146. An “extraordinary condition” may be caused by the following events: fire; flood; earthquake; impassable roads; an epidemic or a pandemic; the imminence of a major safety hazard as determined by local law enforcement agency; a strike involving public transportation services used by students; the unavailability of classroom facilities leased by the district where the unavailability is caused by extraordinary factors beyond the control of the district; any order of any

military officer of the United States or of the state to meet an emergency created by war or any civil officer of the United States, of the state, or of any county, city and county, or city authorized to issue such order to meet emergency created by war; a public health crisis recognized by a city or county board of health, or the State Department of Public Health; another emergency declared by the state government or the federal government.

c. Petitioning for Excused Withdrawal (EW)

1. A student who was issued a withdrawal “W” or (substandard) grade may petition for an “EW” due to extenuating circumstances or extraordinary conditions. Students may submit a Special Consideration Petition for an “EW” to the Admissions and Records Office.
 - a. A student may petition to withdraw from a course and petition for an “EW” while the course is in progress if they have extenuating or extraordinary circumstances. Students need not provide documentation as part of the request.
 - b. A student who is requesting an “EW” after receiving a “W” notation need not provide documentation as part of the request.
 - c. A student who is requesting an “EW” after receiving a grade in the course will be required to submit documentation to support the request. Lack of documentation or explanation could lead to the denial of the request. Details of extenuating circumstances and extraordinary conditions are provided in Title 5, section 55024, 58146 and 58509. Instructors will be asked to report on the circumstances surrounding the petition and to verify if the student completed the final requirement(s) for the course.
2. Refund of enrollment fees will be given only to students approved for an “EW” due to extraordinary conditions, per Title 5, section 58509.
3. Students must submit special consideration petitions for “EW” no later than two years following the end of the term when the course was taken. Petitions submitted after two years may be considered if corroboration/documentation can be obtained from the faculty member.

Also see AR 5070 Attendance, AR 4225 Credit Course Repetitions and AR 4230 Grading and Academic Record Symbols

Reference: CCCCO Student Attendance Accounting Manual
Education Code Sections 70901, 70902, 79020
Title 5, Sections 55000, 55005, 55022-55024, 55204, 55031-55033, 58003.1, 58004, 58120, 58142, 58146, 58161, 58508, 58509, 58782 and 59410.

Reviewed and/or Updated: 5/15/12, 11/14/18, 2/27/19, 11/30/22

AR 5075 COURSE ADDS, DROPS, AND WITHDRAWALS

❖ From current SMC AR 4321 Withdrawal from Class

Adding Courses

Students may add classes through the registration period on their electronic student portal. Instructors may also issue a student a late authorization code which the student will use to add the class via their student portal using the late authorization code. Instructors may reinstate a dropped student by issuing a reinstatement authorization code to the student. The student shall then add the class via their student portal using the reinstatement authorization code. After the registration period concludes, classes may only be added by formal request from the student to the Dean of Enrollment Services or designee by a Petition for Special Consideration signed by the instructor, stating the extenuating circumstances justifying the enrollment. The decision to grant or deny the petition shall be made by the Dean of Enrollment Services or designee.

Withdrawals

1. Pursuant to Title 5 Section 58004, faculty must clear the rolls of inactive enrollment as of the day before the census day for all students. Inactive enrollment in a course is defined as follows:
As of census day, any student who has
 - been identified as a no show, or
 - officially withdrawn from the course, or
 - been dropped from the course. A student shall be dropped if they are no longer participating in the course, except if there are extenuating circumstances. “No longer participating” includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. “Extenuating circumstances” are verified cases of accidents, illness, or other circumstances beyond the control of the student. The “drop date” shall be the day immediately preceding census day.
2. A student may also be dropped after census day for excessive absences or for nonparticipation in an online course as stated in the instructor’s course syllabus.
3. Students have the ultimate responsibility for dropping courses they no longer attend as stated in AR 5070.
4. During the first two weeks of a 16 week course or 10th percentile of a short term course, a student may withdraw from a single class or from all classes and may be eligible for a refund minus a processing fee not to exceed \$10. 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 and disqualification policy.

5. To avoid a “W” notation on their academic record, a student may withdraw from a single class or from all classes through the day before the published census day deadline or 20th percentile of a short-term course. Students who withdraw or are dropped from classes during the first four weeks or 20% of the term, whichever is less, will receive no notation on their academic record. 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 and disqualification policy. 2
6. A guaranteed “W” notation will be assigned if a student withdraws from a single class or from all classes pursuant to Title 5, Section 55024(a.4) from the day after census, 20% of the term through the 75th percentile of a semester or session (the end of 14th calendar week of instruction for a full-length course). The student will receive "W" notation(s) on their transcript and units will be included in "units enrolled" as defined in the lack of progress and disqualification 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, SP, I, IP, or RD.
8. A student will be permitted to withdraw from a class and receive a “W” no more than three times for the same course. A student may be permitted to enroll in a class after having received the maximum authorized number of “W” symbols as long as the student will receive a grade or a non-evaluative symbol other than a “W” upon completion of the course, if the District policy permits additional withdrawals for which it does not receive apportionment and the official designated in the District’s policy approves such withdrawal after a review of a petition submitted by the student.
9. 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 Title 5 Sections 59300 and 55024.8 that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.
10. Pursuant to Title 5 Section 58509, a "W" will not be assigned (and if assigned will be removed) for any student who withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions or because such condition required the student to evacuate their home. The District may provide a full refund of enrollment fees.
11. After the 75th percentile of the semester or session, a student or their representative may petition for a late withdrawal if there are extenuating and verifiable 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 their

own behalf. The petition must be initiated by the student and/or representative, taken to the instructor of record, and returned to the Admissions and Records Office. A student will be assigned a "W" upon certification with the instructor and authorized by the Dean of Enrollment Services or designee. Once the student takes the final examination for the class, the student becomes ineligible for a late withdrawal. 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 and disqualification policy.

12. Petitions for retroactive withdrawals must be filed with the Admissions and Records Office no more 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 in order for their retroactive withdrawal request to be considered.
13. 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 in accordance with the requirements of Title 5 Section 55024.
 - a. The student must file a Petition for Special Consideration through the office of Admissions and Records. Upon verification of such orders, this symbol may be assigned at any time unless academic credit has been awarded. In no case may a military withdrawal result in a student being assigned an "F" grade. The "MW" 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 disqualification 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 full refund of the tuition and fees paid to the college for the academic term in which the student was required to report for military service. The district shall refund the entire fee unless academic credit has been awarded. 3
14. An excused withdrawal ("EW") occurs when a student is permitted to withdraw from one or more courses due to specific events beyond the control of the student affecting their ability to complete their course(s) in accordance with the requirements of Title 5 Section 55024. Such events may include
 - (1) a job transfer outside the geographical region;
 - (2) an illness in the family where the student is the primary caregiver;
 - (3) a student being subject to immigration action;
 - (4) the release from custody or involuntary transfer, before the end of the term, of a student who is incarcerated in a California state prison or county jail; or other extenuating circumstance(s) 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 a mid-term transfer.

The student must file a Petition for Special Consideration through the Office of Admissions and Records. 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 "F" grade. "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 disqualification calculations.

15. Any petition for conditions 10 through 14 above must be filed no more than 90 calendar days after the end of the term when the class was taken. The student must provide documented and verifiable evidence as part of the petition. All petitions will be reviewed by the Admissions & Records Appeals Committee and a decision shall be rendered within two months.

Also see BP/AR 5070 Attendance

References: Title 5 Sections 55024, 58004, 58508, and 58509,

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(Replaces SMC AR 4321)