

AR 5075 Course Adds, Drops and Withdrawals

Procedures for Sstudent adding~~ing~~, drops, and withdrawals ~~procedures~~ shall be published in the course catalog, schedule of classes and college website. The district shall include provisions for intervention in cases of multiple withdrawals. (counseling dept)

Adding/Reinstatement of Courses

~~Students add classes through their student portal.~~ Students must add and drop courses within the regular enrollment cycle directly through their student portal.

~~The registration period begins on the first day of enrollment up to the night before the first day of class of the specific session and semester.~~

Students may enroll in open classes through the Sunday evening prior to the start of the class. Additional information may be found on the “enrollment” section of the class schedule.

Once the class starts, students may add only with an authorization code from the instructor. Reinstatement codes are only to be used for students that were previously enrolled in the class.

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

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

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

Reinstatement and Late Authorization of Course Enrollment

Instructors may permit a dropped student to re-enroll 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.

~~Students failing to enroll in a class using a late authorization code from the instructor may submit a petition for special consideration to the Dean of Enrollment Services, signed by the instructor, stating the extenuating circumstances justifying the enrollment. The decision to either grant or deny the petition shall be made by the Dean or designee or Special Considerations Committee.~~

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 must approve the request.

Requires the following: **Remove**

with the permission of the faculty member(s) through the end of the fourth ? week of instruction for full-semester length classes or 30% of the course for all other classes with an authorization code.

1. 1st professor of first class is willing to transfer grades/work and 2nd professor is willing to accept the work/grades already accomplished. Under these conditions, students switching will only be required to complete the requirements from the point of transfer. The student will acknowledge that the grades from 1st (disputes) or
2. The 2nd professor is willing to allow the st to complete all of the missing work for the 2nd class. Students switching will be required to complete the requirements outlined in the course syllabus.

The final grade will be submitted

If swap is done within the first 10% of the class, no additional fees. SBCC process
Avoid a "W" & fees 30%

A level switch from a higher/lower to a lower/higher level of the same course (e.g. Spanish 2 to Spanish 1 or Spanish 1 to Spanish 2) is allowed through the end of the fourth ? week of instruction for full-semester-length classes or 30% of the course for all other classes with permission from the faculty member(s) with an authorization code. Look into these 2 further, majority support.

Transfer over to the other level before impact. (pop up message)

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. (different petition name?)

(Currently “W” appears on the transcript, formerly an A & R supervisor wld switch section to avoid a “W” and additional fees -----this is an equity issue that could be resolved by message to students and a process after enrollment. Currently students could only switch before classes begin or could be within two week period for 16 week course, how can students be informed?)

Eligibility for Refunds

Students must drop by the designated deadline to obtain a refund. Deadline dates are posted next to each course for the specific term in the student portal which is 10% of the course.

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).

Drops/Withdrawals from Class *(Chart recommended for college website)*

Students must drop courses by the Refund Deadline or prior to the Avoid a W Deadline to receive a full refund and to avoid a W on the transcript, respectively. Dropping a class after the Avoid a W Deadline will result in a W (Withdrawal) grade on the transcript, or another substandard grade as determined by the instructor.

Students have the ultimate responsibility for dropping courses they no longer attend as stated in AR 5070.

1. Full semester length fall/spring courses must be added with faculty permission by the end of the20% or 30%....week of the semester. **30% in Title 5**
2. Fall/spring courses less than full semester in length and all summer/winter course must be added prior to the.....? % .length of the class. Find the last day to add by going to course for the semester/session on searchable/online class schedule

Drops refer to student’s who drops classes by the deadline to avoid a notation on their transcript/avoid a “W”.

Withdrawal refer to withdrawal from class/es during the period to get a guaranteed Withdrawal "W" on their transcript.

Students are responsible to drop class/es by the designated drop dates posted in their student portal.

- **Withdrawal to Avoid a "W" notation on Academic Transcript**
To avoid a "W" notation on their academic record, a student may withdraw from any class or from all classes or are dropped by faculty through the day before the end of the fourth week of a full length course or 30th percentile of a short term course. Students who withdraw or are dropped from classes during the first four weeks or 2320% of the term, whichever is less, will receive no "W" 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.
- **Withdrawal with a "W" notation on Academic Transcript**
A "W" notation will be assigned if a student withdraws from any class or from all classes pursuant to Title 5 Section 55024(a.4) after the fourth week of a full length course (the end of 14th calendar week of instruction for a full length course) or 30% percentile of a short term course through the 75th percentile of a semester or session. The student will receive "W" notation(s) on their transcript and the units will be included in "units enrolled" as defined in the lack of progress and dismissal policy.

Students who do not withdraw and stop attending classes will earn a substandard grade.

The District is responsible to inform students to withdraw from classes they no longer are attending/participating in prior to stated deadlines.

Faculty Clearing Rosters Due to Inactive Enrollment

Pursuant to Title 5 Section 58004, faculty must clear the rosters of inactive enrollment no later than the end as of the day immediately prior before to 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
- has officially withdrawn from the course, or
- is no longer participating in 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.

Dropping Students Due to Excessive Absences or Nonparticipation

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. It is the student’s responsibility to withdraw from a course(s) and the instructor may also withdraw the student for excessive absences.

Can the district send a message to students after they enroll (pop up)? How are students informed of impact of grade notations on transcripts?

Last Official Date for Faculty to Drop Students

The last official drop/withdrawal 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. (FW?) failing due to cessation of participation in a course after the last day to officially withdraw from a course.

Enrollment Limitation

A student will be permitted to withdraw from a class and receive a “W” or substandard grade notations no more than three times for the same course.

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, 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

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 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 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 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 (deadlines to petition & exceptions)

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 dismissal calculations.

a. Excused Withdrawal Due to Extraordinary Conditions

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 extraordinary conditions meeting the requirements of Title 5 section 58509. The district will provide a full refund of enrollment fees to a student. The student shall not be denied an excused withdrawal if conditions exist and shall receive the excused withdrawal symbol (“EW”) on their transcript.

An emergency conditions allowance is an allocation of funds calculated to approximate the same general purpose apportionments the district would have received from the State School Fund had an emergency or extraordinary condition not occurred. The Chancellor may authorize an emergency conditions allowance for a district affected by an emergency or extraordinary condition.

An “emergency or 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 purpose apportionments.

An “emergency or extraordinary condition” may be caused by the following events:

- (1) fire;
- (2) flood;
- (3) earthquake;
- (4) impassable roads;
- (5) an epidemic or a pandemic;

- (6) the imminence of a major safety hazard as determined by a local law enforcement agency;
- (7) a strike involving public transportation services used by students;
- (8) the unavailability of classroom facilities leased by the district where the unavailability is caused by extraordinary factors beyond the control of the district;
- (9) any order of any military officer of the United States or of the state to meet an emergency created by war, or of 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 an emergency created by war;
- (10) a public health crisis recognized by a city or county board of health, or the State Department of Public Health;
- (11) another emergency declared by the state government or the federal government.
 - i. The Chancellor may require affidavits from appropriate district officials to establish the impacts an event has caused to the district, and .
 - ii. To demonstrate its efforts to mitigate the effects of the event and avoid a material decrease to its general purpose apportionments.

b. Excused Withdrawal Due to Extenuating Circumstances

An excused withdrawal (“EW”) occurs when a student or their representative is permitted to withdraw from one or more courses at any time 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. The student shall not be denied an excused withdrawal (verified, timeline?) and shall receive the excused withdrawal symbol (“EW”) on their transcript.

Excused withdrawals shall be allowed to students in extenuating circumstances at any time, upon petition of the student or their representative.

“Extenuating circumstances” means verified cases of accidents, illnesses, *immigration action, incarceration action, job*, or other circumstances beyond the control of the student affecting their ability to complete a course(s). Colleges shall proactively engage with the student or their representative to identify available college support services to mitigate the extenuating circumstances and avoid withdrawal. Upon verification of the student’s circumstances, and if mitigation

efforts are unsuccessful, the student shall receive the excused withdrawal symbol (“EW”) 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.

- (1) An excused withdrawal shall not be counted in progress probation and dismissal calculations, or toward the permitted number of withdrawals or enrollment attempts. In no case may an excused withdrawal result in a student being assigned an “FW” grade.
- (2) An excused withdrawal shall be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation.
- (3) An excused withdrawal shall be assigned if a student withdraws from a course due to an extraordinary condition under section 58509.
- (4) The district policy shall include provisions for interventions in cases of multiple withdrawals.

Alicia per Title 5 language:

Colleges shall proactively engage with the student or their representative to identify available college support services that may mitigate the extenuating circumstances and avoid/prevent withdrawal. Upon verification of the student’s circumstances, and if mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol (“EW”) 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.

Student Petitioning for an Excused Withdrawal after a Faculty Drop

A student may petition for an “EW” notation for extraordinary or extenuating circumstances beyond the control of the student after a “W” notation has been issued (based on a faculty or student drop).

Student Petitioning for an “EW” Notation after the 75% Percentile Deadline

After the 75th percentile of the semester or session, a student or their representative may petition for an excused withdrawal when extenuating and verifiable circumstances exist beyond the control of the student which make the withdrawal necessary. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

Petition and Verification Process For Requesting Excused Withdrawals

The petition must be initiated by the student and/or representative, along with supporting documents (see Title 5, not req'd) and submitted to the Admissions and Records, Special Consideration Committee. A response to the petition will be communicated to the student within three weeks. Upon the approval of the petition, a "EW" notation will be posted on the student's transcript.

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 dismissal calculations.

Examples of Supporting documents may include, but not be limited to:

(not about burden of proof: respectful, awareness, empathy, compassion, avoid triggers) is a local decision per Chancellor's Office

- Medical,
- Accident
- Clergy
- Professional
- Faculty, Staff
- Caretaker
- Employer
- Housing
- Emergency
- Advocate

Reference: Education Code Sections 70901, 70902

Title 5, Sections 55000, 58004, **58146**, **58161**, 58508, 58509, **55022-55024**, 55031-55033,
Reviewed and/or Updated: 5/15/12, 11/14/18, 2/27/19; **5/25/22**

Title 5 Changes for EW, P/NP passed January 2022 (see attachment)

This is in Title 5, are they listed in regulation?

1. State aid and repeatability rules are the same for withdrawals under both types of emergency situations; and
2. withdrawals for extenuating circumstances are all treated as excused withdrawals.

Proposed regulation changes related to withdrawals for extenuating circumstances include the following:

- Eliminate W, or withdrawal, for extenuating circumstances and follow the EW subdivision.
- Modify the verification requirements to focus on college efforts to mitigate withdrawal.
- (2) The governing board may by regulation authorize withdrawal from a course or courses in extenuating circumstances after the last day of the fourteenth week (or 75 percent of the term, whichever is less) upon petition of the student or his or her representative and after consultation with the appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
- (11) The district policy shall include provisions for intervention in cases of multiple withdrawals.
- (e) The governing board of a district that decides to provide a withdrawal policy shall also adopt an excused withdrawal procedure based upon verifiable documentation supporting the request.
- (1) “Excused Withdrawal” (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances as described in (a)(2), making course 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 a student's behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions and consistent with the district's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an “EW.”
- (2) Excused withdrawal shall not be counted in progress probation and dismissal calculations.
- (3) Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.
- (4) In no case may an excused withdrawal result in a student being assigned an “FW” grade.

AR 5075 COURSE ADDS, DROPS, AND WITHDRAWALS

NOTE: The language in red ink is legally required. Local practice may be inserted. The following illustrative example meets legal minimum requirements.

Adding Courses

Students may add classes through the registration period. **[Insert local procedures for adding.]**

After the registration period concludes, classes may only be added by formal request from the student to **[insert designated college officer].**

Withdrawals

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. **[Insert local withdrawal procedures.]**
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.

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. **[Insert local procedures for doing so.]**

“Inactive students” include students:

- identified as no-shows;
- who officially withdraw; and
- who are no longer participating in the courses and are therefore dropped by the instructor.

The District must establish the number of times that a student may withdraw from a class and receive a “W.” Students will not be permitted to withdraw and received a “W” in a class more than three times. In the case of multiple withdrawals, the District offers the following intervention program:

[Insert local procedures for intervention program]

Students may be permitted to enroll in a class after having received the maximum authorized number of “W” symbols as long as the students 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.

❖ From current SMC AR 4321 Withdrawal from Class

Withdrawal from Class

1. Pursuant to Title 5, Section 58004 of the California Code of Regulations, faculty must clear the rolls of inactive enrollment. 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 non-participation in an on-line 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 4320~~ [AR 5070 Attendance](#).
 4. 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.
 5. During the first two weeks of a full length 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.
 6. To avoid a “W,” a student may withdraw from a single class or from all classes until the day before the published census day deadline or 20th percentile of a short term course. 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.
 7. To receive a guaranteed “W,” from the day after census through the 75th percentile of a semester or session (the end of the 12th calendar week for a full length course), a student may withdraw from a single class or from all classes pursuant to Title 5, Section 55024 (a.4) upon informing instructor. A student will receive "W" notation(s) on his/her transcript and units will be included in "units enrolled" as defined in the lack of progress and disqualification policy.
 8. 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.
 9. After the 75th percentile of the semester or session, a student or his or her 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 his/her own behalf. The petition must

be initiated by the student and/or representative, taken to the instructor of record, and returned to Admissions Office. A student will be assigned a "W" upon certification with the instructor and authorized by 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 and disqualification policy.

10. 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 7 above, in order for his/her retroactive withdrawal request to be considered.
11. 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 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.
12. 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 and the withdrawal is expressly authorized by Title 5, Section 58509. The community college district may provide a full refund of enrollment fees.

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

[Also see BP/AR 5070 Attendance.](#)

References:

Title 5, Sections 55024, 58004, 58508, [and](#) 58509,
58146, 58161

(c)(1) Excused withdrawals shall be allowed to students in extenuating circumstances at any time, upon petition of the student or their representative.

(5) "Extenuating circumstances" means verified cases of accidents, illnesses, or other circumstances beyond the control of the student. Colleges shall proactively engage with the student or their representative to identify available college support services to mitigate the extenuating circumstances and avoid withdrawal. Upon verification of the student's circumstances, and if mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol ("EW") 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.

A withdrawal due to extenuating circumstances is more student focused and limits repeatability and apportionment. An added complication is that the general withdrawal regulation allows for both a "withdrawal" and an "excused withdrawal," but they have different outcomes even though they are both tied to extenuating circumstances. A withdrawal related to an extraordinary condition is primarily connected to external factors that can impact both the college and the student. A classic example would be a fire that closes a campus. With respect to the student, this type of withdrawal involves a fee refund and allows for repeatability, and for the college, there is no limit on claiming apportionment, and an emergency condition allowance may apply. The intent of the proposed regulation change is to align these two regulatory schemes to reduce confusion and administrative burdens by providing that:

1. State aid and repeatability rules are the same for withdrawals under both types of emergency situations; and
2. withdrawals for extenuating circumstances are all treated as excused withdrawals.

3. Eliminate W, or withdrawal, for extenuating circumstances and follow the EW subdivision.
4. Modify the verification requirements to focus on college efforts to mitigate withdrawal.
5. Delete limits on apportionment and repeatability in section 58161, similar to section 58509 and extraordinary conditions.

§ 55000. DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply:

- (a) "Active participatory courses" are those courses where individual study or group assignments are the basic means by which learning objectives are met.
- (b) "Advisory on recommended preparation" means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

(c) "All units attempted" means all units of credit for which the student has enrolled in the current community college district of attendance.

(d) "CR" means "credit" and is a symbol used to denote that a student received credit for at least satisfactory work in a course taken on a "credit-no credit basis" prior to the Fall 2009 term; or at a different institution which uses the "credit-no credit" symbol. This symbol is the equivalent of "pass" in a "pass-no pass" grading system.

(e) "Community Services Offering" means a fee-supported community services class authorized pursuant to Education Code section 78300 and approved pursuant to subdivision (d) of section 55002 for which state apportionment is not claimed and credit is not awarded.

(f) "Content review" means a rigorous, systematic process developed in accordance with sections 53200 to 53204, approved by the Chancellor as part of the district matriculation plan required under section 55510, and that is conducted by faculty to identify the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a corequisite course.

(g) "Contract Course" means a course which a community college district offers under a contract pursuant to Education Code section 78021 with a public or private agency, corporation, association, or other organization.

(h) "Corequisite" means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

(i) "Course" means an organized pattern of instruction on a specified subject offered by a community college pursuant to subdivisions (a), (b) or (c) of section 55002.

(j) "Course repetition" occurs when a student who has previously received an evaluative symbol in a credit course, as set forth in section 55023, re-enrolls in that course and receives an evaluative symbol.

(k) "Courses that are determined to be legally mandated" are courses that are required by statute or regulation as a condition of the student's paid or volunteer employment.

(l) "Courses that are related in content" are those courses with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation.

(m) "Educational program" is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another

institution of higher education.

(n) "Enrollment" occurs when a student successfully registers for a specific course at a college.

(o) "Extraordinary conditions" are those conditions meeting the requirements of section 58509(a) allowing a community college to provide a full refund of enrollment fees to a student.

(p) "Intercollegiate academic or vocational competition course" is a course that is designed specifically for participation in non-athletic competitive events between students from different colleges that are sanctioned by a formal collegiate or industry governing body. The participation in the event must be directly related to the course content and objectives pursuant to subdivisions (a) or (b) of section 55002.

(q) "Intercollegiate athletic course" is a course in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.

(r) "NC" means "no credit" and is a symbol used to denote that a student did not receive credit for a course taken on a "credit-no credit basis" prior to the Fall 2009 term, or at a different institution which uses the "credit-no credit" symbol. This symbol is the equivalent of "no pass" in a "pass-no pass" grading system.

(s) "Necessary and appropriate" means that a strong rational basis exists for concluding that a prerequisite or corequisite is reasonably needed to achieve the purpose that it purports to serve. This standard does not require absolute necessity.

(t) "Noncredit basic skills courses" are those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as noncredit courses pursuant to subdivision (c) of section 55002.

(u) "Nondegree-applicable basic skills courses" are those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as nondegree-applicable credit courses pursuant to subdivision (b) of section 55002.

(v) "Prerequisite" means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

(w) "Satisfactory grade" means that, for the course in question, the student's academic record has been annotated with the symbol A, B, C or P as those symbols are defined in section 55023.

(x) "Special classes" means those instructional activities designed to address the educational limitations of students with disabilities who would be unable to substantially benefit from regular college classes even with appropriate support services or accommodations as set forth in section 56028.

(y) "Substandard academic work" means course work for which the grading symbols "D," "F," "FW," "NP" or "NC" (as defined in section 55023) have been recorded.

§ 55022. **PASS-NO PASS GRADING OPTIONS.**

(a) The policy adopted pursuant to section 55021 may permit courses to be offered in either or both of the following categories and, if so, shall require that each college catalog specify the category into which each course falls:

(1) Courses wherein all students are evaluated on a "pass-no pass" basis.

(2) Courses wherein each student may elect until the last day of instruction whether the basis of evaluation is to be "pass-no pass" or a letter grade.

(b) All units of credit earned on a "pass-no pass" or "credit-no credit" basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

(c) Units earned on a "pass-no pass" basis shall not be used to calculate grade point averages. However, units attempted for which the symbol "NP" (as defined in section 55023) is recorded shall be considered in probation and dismissal procedures.

(d) Notwithstanding any provision of this chapter, a district may continue to designate courses as being offered on a "credit-no credit basis" instead of a "pass-no pass" basis and may continue to use the "CR" and "NC" symbols, as defined in section 55030, instead of the "P" and "NP" symbols until the Fall 2009 term. Until the Fall 2009 term, any reference in this chapter to the "P" symbol shall be deemed to include the "CR" symbol and any reference to the "NP" symbol shall be deemed to include the "NC" symbol.

§ 55023. **ACADEMIC RECORD SYMBOLS AND GRADE POINT AVERAGE.**

(a) Except as provided in subdivisions (b) and (c), grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols:

<i>Symbol</i>	<i>Definition</i>	<i>Grade Point</i>
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A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Passing (At least satisfactory - units awarded not counted in GPA.	
NP	No Pass (Less than satisfactory, units not counted in GPA.	
SP	Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol.)	

“FW” grade symbol to indicate that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances. (see (c) below). Can we include as a grade symbol? For students who do not officially withdraw but who have stopped attending/participating in the class. For financial aid purposes we

(b) The governing board of a community college district may use “plus” and “minus” designations in combination with letter grades, except that the grade of C minus shall not be used. If pluses and minuses are used, the grade point value of a plus shall be computed by adding 0.3 to the value assigned to the letter grade with which it is combined, and the grade point value of a minus shall be computed by subtracting 0.3 from the value assigned to the letter grade with which it is combined, except that no grade point value shall be less than 0 or greater than 4.0.

(c) Regardless of whether the governing board elects to use plus and minus grading, it

may provide for the use of the “FW” grade symbol to indicate that a student has both ceased participating in a course sometime after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances. The “FW” symbol may not be used if a student has qualified for and been granted military withdrawal. If “FW” is used, its grade point value shall be zero (0).

(d) The governing board of each community college district shall publish the point equivalencies for the grades used in subdivision (a), or, subdivisions (a) and (b) (if pluses and minuses are used) in the catalog or catalogs of each college in the district as a part of its grading policies. In the event the governing board chooses to use the “FW” described in subdivision (c), it shall be included in the grading system and point equivalencies published in the catalog.

(e) The governing board of each community college district may authorize the use, under controls and conditions specified below, of only the following nonevaluative symbols:

<i>Symbol</i>	<i>Definition</i>
I	Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student's record. The condition for the removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.
I	The “I” may be made up no later than one year following the end of the term in which it was assigned.
I	The “I” symbol shall not be used in calculating units attempted nor for grade points. The

	governing board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.
IP	In progress: The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative symbol (grade) must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student’s permanent record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” at the end of a term and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative symbol (grade) in accordance with subdivision (a) or (b) and if plus and minus grading is used to be recorded on the student’s permanent record for the course.
RD	Report Delayed: The “RD” symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.

W	Withdrawal: The “W” symbol may be used to denote withdrawal in accordance with the requirements of section 55024.
MW	Military Withdrawal: The “MW” symbol may be used to denote military withdrawal in accordance with section 55024.
EW	Excused Withdrawal: The “EW” symbol may be used as described in, and in accordance with, section 55024.

- (a) In calculating students' degree-applicable grade point averages, grades earned in nondegree-applicable credit courses shall not be included.
- (b) The governing board of each district shall adopt rules and regulations governing the inclusion or exclusion of units in which a student did not receive a grade or “pass-no pass” or from which the student withdrew in accordance with rules adopted by the district.

§ 55024. WITHDRAWALS FROM CREDIT COURSES.

(a) District governing boards shall adopt policies governing withdrawals from credit courses that implement the requirements of this section.:

Student withdrawal procedures shall be published in the course catalog. These procedures shall provide that students withdraw from a course by notifying the college registrar and that the registrar shall inform appropriate college district personnel, including faculty. For purposes of withdrawal policies, the term “appropriate faculty” means the instructor of each course section in question or, in the event the instructor cannot be contacted, the department chair or appropriate administrator.

(b)(1) A student who withdraws prior to the end of the fourth week of a course, or the expiry of 30 percent of a term, whichever occurs earlier, shall not receive the withdrawal symbol “W” on their transcript. A student who withdraws after this period, but before the end of the fourteenth week of a course, or the expiry of 75 percent of a term, whichever occurs earlier, shall receive the withdrawal symbol “W” on their transcript, unless the district selects an earlier final withdrawal date. A student who remains in a course beyond the district withdrawal date may not withdraw, and shall receive the appropriate symbol on their transcript, as authorized in section 55023.

The “W” shall not be used in calculating grade point averages, but shall be used in

determining probation and dismissal of a student.

(2)(A) Military withdrawal occurs when a student on active or reserve status in the United States military or National Guard receives orders compelling a withdrawal from courses. Upon verification of such orders, the military withdrawal symbol "MW" shall be assigned to all courses affected by the military withdrawal.

(B) Military withdrawals shall not be counted in progress probation and dismissal calculations, and shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

(c)(1) Excused withdrawals shall be allowed to students in extenuating circumstances at any time, upon petition of the student or their representative.

~~(5)(6)~~ "Extenuating circumstances" means verified cases of accidents, illnesses, or other circumstances beyond the control of the student. Colleges shall proactively engage with the student or their representative to identify available college support services to mitigate the extenuating circumstances and avoid withdrawal. Upon verification of the student's circumstances, and if mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol ("EW") 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.

~~(6)(7)~~ An excused withdrawal shall not be counted in progress probation and dismissal calculations, or toward the permitted number of withdrawals or enrollment attempts. In no case may an excused withdrawal result in a student being assigned an "FW" grade.

~~(7)(8)~~ An excused withdrawal shall be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation.

~~(8)(9)~~ An excused withdrawal shall be assigned if a student withdraws from a course due to an extraordinary condition under section 58509.

~~(9)(10)~~ The district policy shall include provisions for interventions in cases of multiple withdrawals.

(d) Neither this section, nor a district's withdrawal policy, may be construed to conflict with district enrollment and attendance accounting responsibilities.

§ 55031. STANDARDS FOR PROBATION.

(a) Academic probation. A student who has attempted at least 12 semester or 18 quarter units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on

the basis of the grading system described in section 55023.

(b) Progress probation. A student who has enrolled in a total of at least 12 semester or 18 quarter units as shown by the official academic record shall be placed on progress probation when the student receives symbols of “W,” “I,” or “NP” (as defined in sections 55023 and 55030) in fifty percent (50 percent) or more of all units in which a student has enrolled.

(c) The governing board of a community college district may adopt standards for probation, **provided any such standard is at least as favorable to student progress as the standards established in subdivisions (a) and (b).**

§ 55032. REMOVAL FROM PROBATION.

(a) A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

(b) A student on progress probation because of an excess of units for which entries of “W,” “I,” and “NP” (as defined in section 55023 and 55030) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

(c) The governing board of a district shall adopt and publish procedures and conditions for probation, appeal of probation, and requests for removal from probation. **Any such standard must be at least as favorable to student progress as the standards established in subdivisions(a) and (b).**

§ 55033. STANDARDS FOR DISMISSAL.

For purposes of this section, semesters or quarters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not exceed one full primary term.

(a) A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of 3 consecutive semesters (5 consecutive quarters) which were graded on the basis of the grading system described in section 55023.

(b) A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of “W,” “I,” and “NP” (as defined in section 55023 and 55030) are recorded in at least 3 consecutive semesters (5 consecutive quarters) reaches or exceeds fifty percent (50%) in accordance with section 55031.

(c) The governing board of a district shall adopt and publish procedures and conditions for dismissal and appeal of dismissal and request for reinstatement. **Any such standard**

must be at least as favorable to student progress as the standards established in subdivisions (a) and (b).

§ 58146. EMERGENCY CONDITIONS ALLOWANCE FOR DISTRICTS UNABLE TO MAINTAIN COLLEGE FOR PRESCRIBED TIME; GENERAL PURPOSE APPORTIONMENTS MATERIALLY DECREASED.

(a) An emergency conditions allowance is an allocation of funds calculated to approximate the same general purpose apportionments the district would have received from the State School Fund had an emergency or extraordinary condition not occurred. The Chancellor may authorize an emergency conditions allowance for a district affected by an emergency or extraordinary condition.

(b) An “emergency or 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 purpose apportionments.

An “emergency or extraordinary condition” may be caused by the following events:

- (12) fire;
- (13) flood;
- (14) earthquake;
- (15) impassable roads;
- (16) an epidemic or a pandemic;
- (17) the imminence of a major safety hazard as determined by a local law enforcement agency;
- (18) a strike involving public transportation services used by students;
- (19) the unavailability of classroom facilities leased by the district where the unavailability is caused by extraordinary factors beyond the control of the district;
- (20) any order of any military officer of the United States or of the state to meet an emergency created by war, or of 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 an emergency created by war;
- (21) a public health crisis recognized by a city or county board of health, or the State Department of Public Health;
- (22) another emergency declared by the state government or the federal government.

(c) The Chancellor may require affidavits from appropriate district officials to establish the impacts an event has caused to the district, and .

(d) to demonstrate its efforts to mitigate the effects of the event and avoid a material decrease to its general purpose apportionments.

58161. APPORTIONMENT FOR CREDIT COURSE ENROLLMENT.

(a) A community college district may claim state apportionment for students enrolled in credit courses on the district's census data, except as otherwise indicated in this section.

(b) A district may not receive state apportionment for a student who has previously received a satisfactory grade, as defined in section 55000, subdivision (w), in the same credit course unless a one-time exception applies.

(c) A district may claim state apportionment for students enrolled in a credit course no more than three times.

(d)(1) Notwithstanding subdivisions (b) and (c) of this section, a district may claim state apportionment for students enrolled in credit courses designated as repeatable under section 55041, for no more than four times for semester courses or six times for quarter courses. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course.

(2) Notwithstanding subdivisions (b) and (c) of this section, a district may claim state apportionment for students enrolled in active participatory credit courses that are related in content in physical education, visual arts, or performing arts, for no more than four times for semester courses or six times for quarter courses. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course.

(e) Notwithstanding subdivisions (b), (c), (d) and (e) of this section, a district may claim state apportionment for one additional enrollment if all other requirements of this division are met and only in the following circumstances:

(1) the attendance of a student for an enrollment in a credit course when the district determines that there has been a significant lapse of time as defined in section 55043.

(2) the attendance of a student for an enrollment in a credit course which is a repetition of the withdrawal credit course per section 55045 due to extenuating circumstances, if such credit course is not designated as repeatable pursuant to section 55041

(3) The student is enrolled in a legally mandated training class

- (4) The student is enrolled in a credit special class due to a disability-related accommodation
- (5) The student is enrolled in a variable unit open entry/open exit credit course, but only to the extent that repetition of such courses is permitted under section 55044.
- (6) The student is enrolled in work-experience education.
- (7) The student is enrolled in a course as a result of a change in industry or licensure standards such that repetition of the course is necessary for employment or licensure.
- (8) the student is withdrawing as a result of discriminatory treatment pursuant to section 55024(a)(8).
- (g) To the extent permitted by article 4 of subchapter 1 of chapter 6, a district may permit enrollment in credit courses beyond the limits set forth in this section, but such additional enrollments may not be claimed for state apportionment.

§ 58509. REFUND OF ENROLLMENT FEES AND WITHDRAWAL DUE TO AN EXTRAORDINARY CONDITION.

(a) Notwithstanding section 58508, a community college district may provide a full refund of enrollment fees to any student who withdrew from one or more courses, where the district finds that such withdrawal was necessary for one of the following reasons:

(1) the college attended by the student was closed or the college was unable to provide all or substantially all of the instruction in the course or courses in which the student was enrolled due to fire, flood or other condition as defined in section 58146; or

(2) the student was personally impacted by an event enumerated in section 58146, conditions preventing the student from attending one or more courses.

(b) Consistent with section 55024, subdivision (a)(4), a community college district shall record an "EW" on the academic record of a student who withdraws from one or more courses due to any of the circumstances described in subdivision (a)

EW Grading

A withdrawal due to extenuating circumstances is more student focused and limits repeatability and apportionment. An added complication is that the general withdrawal regulation allows for both a "withdrawal" and an "excused withdrawal," but they have different outcomes even though they are both tied to extenuating circumstances.

A withdrawal related to an extraordinary condition is primarily connected to external factors that can impact both the college and the student. A classic example would be a

fire that closes a campus. With respect to the student, this type of withdrawal involves a fee refund and allows for repeatability, and for the college, there is no limit on claiming apportionment, and an emergency condition allowance may apply.

The intent of the proposed regulation change is to align these two regulatory schemes to reduce confusion and administrative burdens by providing that:

1. State aid and repeatability rules are the same for withdrawals under both types of emergency situations; and
2. **withdrawals for extenuating circumstances are all treated as excused withdrawals.**

Proposed regulation changes related to withdrawals for extraordinary conditions include the following:

- Change title of 58509 to more accurately reflect the purpose of the regulation.
- Remove language in section 58509(a)(2) that purports to exclude apportionment for colleges when students withdraw due to an extraordinary conditions as this language conflicts with section 58161.
- Delete subdivision (b) because it is duplicative.
- Delete subdivision (c) of section 58509 related to waiver and create a new section, 58509.1.
- Add pandemic to list of extraordinary conditions in section 58146.
- Modify definition of extraordinary conditions.
- Add a provision that the college will record an “EW” grading symbol when a student withdraws from a course due to an extraordinary condition.

Proposed regulation changes related to withdrawals for extenuating circumstances include the following:

- **Eliminate W, or withdrawal, for extenuating circumstances and follow the EW subdivision.**
- **Modify the verification requirements to focus on college efforts to mitigate withdrawal.**
- Delete limits on apportionment and repeatability in section 58161, similar to section 58509 and extraordinary conditions.

P/NP

Colleges utilized this flexibility to enhance support for students that may have considered dropping their enrollment due to fear of a failing grade or a drop in their GPA. In consultation with system stakeholders, the proposed regulation changes extend the allowable time period for students to select the Pass-No Pass grading option. The regulation change allows for the election of this option up to the last day of instruction. The proposed regulation changes provide students with greater grading flexibility and support student persistence during periods of time when external constraints present barriers. These changes will also assist students with preserving or maintaining their GPA.

The Chancellor's office

Provided guidance dated with the memorandums of August 13, 2020 and February 4, 2021. In the Spring of 2020, SMC allowed for retroactive withdrawals with no documentation required. In my interpretation of memorandums these policies should have continued since then.

Posted In Admissions & Records website for Spring 2020 only:

- Students may request a late or a retroactive withdrawal for full-semester or late start classes by emailing admissions@smc.edu [clicking this link will open an email message where you can complete the requested information].
- The email should include your full name, email, phone number, class and section you wish to drop. You do not need to provide any back-up documentation.
- Courses will be dropped with no penalty; they will not show on your transcript.