

AP 5075 Credit Course Adds and Drops

Reference:

Title 5, Sections 55024

1.0 Adding Courses

1.1 Students may add classes through the registration period.

1.1.1 Students must use the online registration process to add classes as detailed in the college schedule of classes and web site.

1.2 After the registration period concludes, classes may only be added by obtaining permission from the class instructor or by filing a formal petition request from the student to the Office of Admissions and Records.

1.3 Classes may not be added after the census date.

2.0 Withdrawals

2.1 Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less.

2.1.1 While an instructor may drop a student for excessive absences, it is the student's responsibility to officially withdraw from a class. Instructor approval is not required. Students must drop class(es) by the appropriate deadline date through the current registration system.

2.2 Instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for the course section. Inactive students are those who were no-shows or those who have discontinued participation in instructional activities.

2.2.1 Instructors shall drop students from classes by the appropriate deadline date through the current registration system.

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