

Note: This procedure was developed along with a general review of the board policy.

## **New – GCCCD Procedure**

First Reading–6/25/12  
Second Reading–7/23/12  
DEC Reading–8/13/12

### **AP 4234 Dropping Courses**

Reference: ***Title 5, Section 55758***

Date Issued:

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The Grossmont-Cuyamaca Community College District (District) Chancellor shall ensure that the procedures regarding dropping courses for District students are fully set forth in the [Grossmont College Catalog](#) and [Cuyamaca College Catalog](#), available in the colleges' bookstores and posted on the District website. Additionally, the procedures shall address, but not be limited to the following components:

- The process for dropping courses on-line or in person to the Admissions and Records Office at the college of attendance
- Final dates for dropping courses with and without consequences, such as:
  - Dropping courses during the program adjustment period
  - Dropping courses after the program adjustment period
  - Dropping full-term and short-term courses
  - The possible consequences of receiving a 'W' on their transcript
  - Process for petitioning for an extenuating circumstances withdrawal(s)
  - Military withdrawals

It is the student's responsibility to clear all obligations to the college prior to withdrawal. Additionally, it is the student's responsibility to officially drop courses they are no longer attending in the District. If a course is not officially dropped, the student may receive an "F" for the course.

See BP 4230 Grading and Academic Record Symbols and BP 4233 Grade Forgiveness