

Note: This procedure is **legally required**. Local practice may be inserted. The following CCLC template language inserted meets the minimum legal requirements.

Revised - GCCCD Procedure

First Reading–2/27/12
Second Reading–3/26/12
Final Reading–4/23/12
Final Reading–5/23/12
DEC Final Reading–6/11/12

AP 5075 Course Adds and Drops

Reference: **Title 5, Sections 55024, 55758, 58004; ~~and~~ Student Attendance Accounting Manual,; and Board Policy 5070**

Date Issued: December 18, 2007 Updated:

Adding Courses

Grossmont-Cuyamaca Community College District (District) ~~S~~students may add classes through the official “Add” program adjustment period. These additions are subject to class size limits. After the “aAdd” program adjustment period concludes, classes may only be added by formal petition.

Withdrawals by Students

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. Students who withdraw or drop classes during the first two weeks or 30% of the term, whichever is less, will receive no notation on their academic record.

Withdrawal from a class after the “drop deadline” shall be authorized in the event of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. The student must file a petition at the Admissions and Records Office with documentation for review by the Petitions Committees.

Drops by Instructors

Instructors shall clear their rolls of inactive students no later than the end of the last business day before the census day for all students by completing the ~~No Show Drop~~ Census Roster. In addition, after census, instructors should drop students that become inactive and are no longer participating in the course. According to the Education Code, a student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. “No longer participating” includes, but is not limited to, excessive unexcused absences (normally defined as more than the number of times the class is scheduled to meet per week) but must relate to nonattendance. “Extenuating circumstances” are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions defined by the Governing Board and published in regulations. The “drop date” shall be the end of business of the day immediately preceding the census day.

As of June 2012, students will not be permitted to enroll in a course, through a combination of substandard grades (D, F, NP, NC, and W) more than three times.

Students may be permitted to enroll in a class after having received the maximum authorized number of attempts if approved through the General Petitions process and evidence of extenuating circumstances.