



# **ADMINISTRATIVE** **PROCEDURE**

**5075**

**DESERT COMMUNITY COLLEGE DISTRICT**

## **COURSE ADDS, DROPS, AND WITHDRAWALS**

### **Adding Courses**

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

After the registration period concludes, classes may only be added by obtaining permission from the class instructor.

### **Withdrawals**

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. An instructor may drop students for not attending the first day of class. An instructor can also drop students for excessive absences which are defined as more than the number of times the class meets per week. Instructors can drop students who have stopped attending or stopped participating during anytime during the course. 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.

“Inactive students” include:

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

A student will be permitted to withdraw from a class and receive a “W” no more than three times.

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.

A military withdrawal (“MW”) will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. A military withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol of “MW” 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 a military withdrawal result in a student being assign an “FW” grade.

An excused withdrawal (“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. An excused withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his/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 subject to immigration action, or other extenuating circumstance 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-semester transfer. 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 “FW” grade.

**References: Title 5 Sections 55024 and 58004**

Executive Cabinet Review/Approval: October 15, 2019  
College Planning Council Review/Approval, 1<sup>st</sup> Reading: February 28, 2020  
College Planning Council Review/Approval, 2<sup>nd</sup> Reading: March 13, 2020  
Board Meeting/Information Item: April 8, 2020  
Next Review: April 2025

Administrator: VP Student Services