

**CHAPTER 6: Educational Program
ADMINISTRATIVE PROCEDURE NO. 6.21.2 (AP 5075)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: AP 6.21.2 Course Adds and Drops
Adoption Date: 8/13
References: Title 5 Sections 55024 and 58004

Adding Courses

1. Students may add classes through the regular registration period which lasts up to one day prior to the start date of classes. Students are responsible for adding classes using WebSMART.
2. After the class has begun, students may add classes by being in attendance, obtaining the instructor's authorization, completing registration and paying fees within published deadlines.

Dropping Courses

1. A student may withdraw from a semester-length class during the first four weeks of instruction and no notation will be made on the student's academic record. In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 30 percent of the period of instruction and no notation will be made on the student's record.
2. Thereafter, a student may withdraw from a semester-length class, whether passing or failing, at any time through the last day of the fourteenth week of instruction and a "W" grade shall be authorized after the faculty member has been informed. In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 75 percent of the period of instruction and a "W" grade shall be authorized after the faculty member has been informed.
3. Instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day.
4. "Inactive students" include:
 - a. students identified as no-shows
 - b. students who officially withdraw
 - c. students who are no longer participating in the courses and are therefore dropped by the instructor
5. The academic record of a student who remains in class beyond the time periods set forth above must reflect an authorized symbol other than "W" (see [Policy 6.21](#)). However, after the end of the fourteenth week (or after 75 percent of the period of instruction in courses of less than a regular semester's duration), withdrawal may be authorized in the case of extenuating circumstances. Extenuating circumstances are defined as case of accident, illness, or other circumstances beyond the control of the student. In such cases, the student must submit a petition in accordance with established College procedures and must consult with the faculty member. Approved withdrawal, under the conditions set forth, shall be recorded as a "W."

AP 6.21.2 Course Adds and Drops (continued)

6. “Military Withdrawal” occurs when a student who is a member of the active or reserve United States military service receives orders necessitating a withdrawal from classes. Upon verification of such orders, the withdrawal symbol of “MW” shall be assigned. Military Withdrawals shall not be counted in “satisfactory progress” probation and dismissal calculations.
7. A student failing to follow established withdrawal procedures may be assigned an “F” grade by the faculty member.
8. District policy has established, based on state regulations, the number of times that a student may withdraw from a class and receive a “W.” Students will not be permitted to withdraw and receive a “W” in a class more than three times. Students may petition for extenuating circumstances to repeat a course in which they have exceeded the number of permitted withdrawals.
9. 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.
10. A student may appeal a decision regarding withdrawal in accordance with Board Policy [7.73](#).