

January 15, 2010

***AP 5075 COURSE ADDS AND DROPS**

Reference: Education Code: Title 5, Section 55758, 58004, Federal Financial Aid Policy

SCHEDULE CHANGES AND TUITION REMOVAL

Students are responsible for adding or dropping of courses to their schedule of classes.

Adding Courses

Full semester classes may be added by the student through the first week of the semester. Students who wish to add a course after the course has started must attend the class and request permission from the instructor to add the course. A student is not officially enrolled in the course until he or she has added the course to their schedule and paid the appropriate fees. See the Schedule of Courses for specific instructions on how to add a course after the term has started. Students are not registered in a class if their name does not appear on the class roster. Students who are on the waiting list are not officially registered in a course.

Student Withdrawals and Drops from Courses

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction, or 75% of the length of the course.

- Students who drop a course during the first two weeks of the term, or 10% of the length of the course, will not be charged for the course. Students who drop after this point are responsible for all charges associated with the course.
- Students who drop a course during the first four weeks of the term, or 30% of the length of the course, will receive no notation on their academic record.
- Students who drop a course between 30% and 75% of the course will have a “W” assigned.
- Drops after 75% of the course is completed will not be authorized. An evaluative grade (A,B,C,D,F) or an “I” must be given.

Instructor Roster Clean-up prior to the Census Date

While primary responsibility for class attendance and maintaining an accurate registration record rests with the student, the instructor has the responsibility for maintaining accurate and proper accountability records for state apportionment requirements. Each instructor shall clear the class roster(s) of inactive students not later than the second Friday of the term. The instructor may:

- Drop any student identified as a “no-show” (students registered who have never attended a class session).
- Drop a student who is no longer participating in the course as defined by the following:
 - Excessive absences.
 - Failure to take examinations
 - Failure to complete course assignments

The instructor must indicate a last date of attendance when the student is dropped. Such records are required to be maintained for Veterans and Financial Aid benefits.

Conditions for Petition to Withdraw after the Deadline

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Students who have verifiable extenuating circumstances beyond their control may petition the Director of Admissions and Records for an exception to the above Student Withdrawals from Courses policy. Proof of extenuating circumstances must be included with the petition. Cabrillo College defines extenuating circumstances as the following:

- Hospitalization or serious illness
- Incarceration
- Illness or death of an immediate family member/partner, significant other or loved one.
- Students who are active duty military, or active reserve military service who receive orders compelling a withdrawal from courses will be permitted to withdraw at any point in the semester (see AP).

Students at Cabrillo College may withdraw from a class and receive a “W” a maximum of four times. After receiving the fourth “W,” students may not attempt the course again.