



ADMINISTRATIVE PROCEDURES

No. 5075.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

COURSE ADDS AND DROPS

Adding Courses

Students may add full-term courses through the registration period online or in person. Short-term courses may be added through the registration period set for the course.

Students may add a class up to the day prior to the course census day with instructor approval.

After census, students may only add a course through a late add petition process. The petition must be approved and signed by the Instructor, an Academic Dean, and the Director of Admissions and Records or designee.

Course Drops or Withdrawals

Course drops or withdrawals are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less.

A student may drop a course without notation on their transcript through the day before the census date of each course. 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 20% of the term, whichever is less, will receive no notation on their academic record (or 10% of course for short-term courses).

On the census date of each course, and up to 75% of the term, a student may withdraw from a course. The notation of a "W" will appear on the student's transcript and will not be used in the calculation of the grade point average. The "W" will count towards attempted units for academic progress as outlined in Administrative Procedure 4250.1 as well as Satisfactory Academic Progress for financial aid purposes.

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. Students are responsible for adding or dropping of courses to their schedule of classes. Each faculty member shall clear the class roster of inactive students no later than the end of the last business day before the census day.

Drops by Faculty Members

Instructors shall manage their class rosters through the census process and drop inactive students not later than the end of the last business day before the census day.

"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.

An instructor may also drop a student through the instructor-initiated drop process during the first 75% of the class for non-participation. Instructor initiated drops must include the student's last date of attendance.

Other Withdrawals

Students may be permitted to enroll in a class after having received the maximum authorized number of "W" symbols, 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, as long as the students will receive a grade or a non-evaluative symbol other than a "W" upon completion of the course. 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.

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 the student's 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 circumstances making completion impractical. 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 "F" grade.

References: Title 5 Sections 55024 and 58004