

Course Adds and Drops

Reference: Title 5, Sections 55024 and 58004

Adding Courses

Students may add classes through the registration period. After the registration period concludes, classes may only be added by formal request from the student to the Professor and/or the Vice President of Instruction, in addition to the Counselor.

Withdrawals

Withdrawals, or drops, are authorized through the Friday of the fourteenth week of instruction or 75% of the term, whichever is less. For classes of less than a semester's duration, the student must withdraw before 75% percent of the course has elapsed. (See BP/AP 5030, Fees, for the refund policy.) After these dates, the student shall be assigned a grade for the class. Students should consult the catalog, schedule of classes, Professors, or the Office of Admissions and Records for the last day to withdraw from classes without responsibility for a grade. . 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. This policy shall not apply to open-entry/open-exit classes

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.

Any student leaving Palo Verde College at any time after registration must formally withdraw from the college through the Student Services Office. Withdrawal from college is the student's responsibility.

Students will not be permitted to withdraw and receive a "W" in a class 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, unless:

- The students withdraw from the class prior to the end of the fourth week of instruction or 30% of the term, whichever is shorter, or a shorter period established by the District; or
- 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 which shows the withdrawal is justified because of extenuating circumstances.

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 a "W" 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 a "W" grade.

See also BP 4265-PVC - Attendance Accounting Policy

See also BP/AP 5070 - Attendance

(Formerly PVC Board Policy 5270 and a part of PVC Administrative Procedure 5140)

10/29/08 College Council Approval
11/18/08 Board First Read
12/09/08 Board Second Read and Approval
09/02/09 College Council Approval
09/22/09 Board First Read
10/27/09 Board Second Read and Approval
05/15/18 College Council Review
06/12/18 Board Information Item