



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 5 – Student Services

#### AP 3002.2 – CLASS ADDS AND DROPS

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##### 1. ADDING CLASSES

- a. Students may add classes with available seats through the registration period.
- b. If a class is full, students may waitlist the class. During registration, students are added from the waitlist in chronological order as seats become available. Students must meet all registration requirements at the time of registration from the waitlist process.
- c. Once the semester begins, students may only add a class with permission from the instructor. Faculty are strongly encouraged to follow the waitlist order. Students will not be allowed to add classes beyond the published add deadline for the class.
- d. Students are not officially registered until all mandatory fees are paid in full.
- e. Students are limited to twenty (20) academic units in the Fall and Spring semesters and twelve (12) academic units in the Summer session. Students may petition the Vice President of Student Services at the respective college for an exception to the limit.
- f. Students may not register for classes with times that overlap or do not have at least a 10 minute passing time between.
- g. Students must meet all prerequisites or co-requisites of a course as stated in the college catalog at the time of registration.
- h. Students not officially registered in a class shall not be permitted to attend that class. No exceptions will be made.

##### 2. DROPPING CLASS/WITHDRAWAL

- a. Drop prior to Census – Students who drop, or are dropped, prior to census date shall have no notation made on the academic record. Census for Primary Session classes occurs on the 2nd Friday of instruction. Census for other sessions occurs at 20% of instruction for the class.
- b. Withdrawal – Students who withdraw, or are withdrawn, on or after the census date and through the end of the withdrawal deadline will have a “W” posted to the academic record. Withdrawal deadline for Primary session classes occurs on the 10th Friday of instruction. Withdrawal deadline for other sessions occurs at 60% of instruction.
- c. Withdrawal (after 10th Friday for Primary Session classes, otherwise after 60% of instruction). The academic record of students who remain in class beyond the withdrawal deadline will have a grade or symbol other than “W” on the record.

- d. Extenuating Circumstances – Students who withdraw after the withdrawal deadline may, in the case of extenuating circumstances, be assigned a “W.” Such cases will require documentation and will be handled through the petition process. Extenuating circumstances are defined as illness, accident and other circumstances beyond the control of the student.
- e. Extraordinary Circumstances – Students who withdrew after the withdrawal deadline due to extraordinary conditions, as those defined in Title 5, Section 58146 may, in the case of extraordinary circumstances, not be assigned a W. Such cases will require documentation and will be handled through the petition process.
- f. Military Withdrawal – Students who are active members of the armed forces of the United States who receive orders compelling a withdrawal from class may petition to have their academic record annotated with a *MW* symbol to exclude the withdrawal from progress probation and disqualification calculations. Students are required to provide verification of such orders. The symbol may be assigned at any time. In the event a student is unable to request a military withdrawal prior to the assignment of a final grade in class, a military withdrawal will only be assigned with approval of the instructor who assigned the original grade.
- g. Withdrawal due to Pregnancy – In accordance with Title IX of the Education Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences to be medically necessary. Students who withdraw after the drop deadline shall be given the opportunity to make up any missed work through the “Assignment of Incomplete” process. If a student elects to withdraw from the class(s) on or after census, a “W” shall be assigned and shall not be counted in progress probation and dismissal calculations.
- h. Withdrawal due to Discriminatory Treatment – In accordance with Title 5 regulations, if the District determines that a student withdrew from a course as a result of discriminatory treatment or due to retaliation for alleging discriminatory treatment, then the district shall not assign a W to the student. Such cases will require documentation and will be handled through the petition process.
- i. Class Repetition – The District will comply with Title 5 regulations regarding class repetition and withdrawals (See AP 3910.2, *Course Repetition*).

Reference: Title IX, Title 5, Section 55024 and 58000 et. Seq.

Approved by  
the Chancellor: January 13, 2017

Supersedes: New Procedure