

## HARTNELL COMMUNITY COLLEGE DISTRICT

### AP 5075 Course Adds and Withdrawals/Drops

References: Title 5 Sections 55024 and 58004

#### Adding Courses

Students may add classes through the registration and add/drop period. Students are encouraged to use the online registration process to add classes as detailed in the College website, College Catalog, and/or Schedule of Classes.

After the add/drop period concludes, classes may be added by completing and submitting a Late Registration Petition by the Friday of the third week of the semester. Classes may not be added after the census date except by approval of the instructor, the Area Dean, and the Dean of Student Affairs/Enrollment Services through the Late Registration Petition process.

Deadlines for adding courses can be found on the College website and Schedule of Classes.

#### Withdrawal/Drop

Students who withdraw or drop classes during the first three weeks or 20% of the term, whichever is less, will receive no notation on their academic record.

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less (Withdrawal "W" grade).

While primary responsibility for class attendance and maintaining an accurate academic record resides 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 instructor shall clear the class roster of inactive students no later than the end of the last business day before the census day for all students, at 60% of the semester to support the Department of Education's Return to Title IV (R2T4) requirements, and no later than the end of the last business day of the 14<sup>th</sup> week or 75% of the term.

"Inactive students" include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer meeting the requirements of the College's Attendance Policy. The College's attendance policy, and procedures for the implementation of this policy, is featured on the College website, College Catalog, and/or Schedule of Classes. (See BP 5070)

