Sierra College
ADMINISTRATIVE PROCEDURE AP 5075

Class Adds, Drops and Withdrawals

Date Adopted: 1/13/2004
Date Revised: 12/7/2018
Date Reviewed: 12/7/2018
Reference: Title 5 Sections 55024, 58004 and 58508; Military and Veterans Code Section 824

Adding Classes
Students may add full semester classes through the add/drop period; short term classes have individual deadlines.

After the add/drop period concludes, classes may only be added by submitting a petition to the Admissions and Records Officer or designee no later than the class withdraw deadline.

Dropping Classes
Students who drop or are dropped from classes prior to the end of the first two weeks or 20% of the class, whichever is less, will receive no notation on their academic record and will receive a refund of any fees previously paid.

Instructors shall clear their rolls of all “no show” and inactive students not later than the end of the last calendar day before the census date. Such students shall be defined as:

A “no-show” student:

Does not attend the first class meeting of an on-ground section; or

Does not log in to an online class by 11:59 p.m. Saturday of the first week of instruction.

For a short-term class, this date is the midpoint between the first day of the class and the class census date.

A student who needs to miss the first day of class may contact the instructor prior to the start of the semester. The instructor has the option to allow the student to remain in the class.
An inactive student:

An inactive student is a student who is no longer participating in the class. “No longer participating” includes, but is not limited to, excessive absences. (As approved by the Academic Senate excessive absences are generally, defined as 10% of the total hours of class time or the equivalent of two weeks of a full-term class. The application of excessive absences may vary by department and/or instructor according to the demands of the curriculum. Any exceptions to this attendance policy will be communicated to students by professors in the class syllabus.)

Generally, if a student has attended only the first class meeting of an on-ground section, or has logged in to an online section but has not been participating in class activities, that student should be considered inactive and dropped by the first census date.

Withdrawals
Withdrawals are authorized through the last day of the twelfth week of instruction or 66% of the length of the class, whichever is less. Short term classes have their individual dates.

It is the students’ responsibility to withdraw from classes that they do not wish to attend and to verify that they are no longer enrolled in the class; however, students who are no longer participating in the class after the census date may be withdrawn by the instructor until the withdraw deadline. A notation of “W” will be placed on the student’s permanent record and no refund will be issued.

A student will be permitted to withdraw from a course and receive a “W” no more than three times.

Multiple withdrawals may result in probation or dismissal from the College. Students with multiple withdrawals will be directed to appropriate support services.

See Board Policy 4225, Course Repetitions for enrollment limitations.

Sierra College reserves the right to drop students for administrative reasons including, but not limited to, pre- and co-requisite enforcement, disciplinary actions, unit limitations, and health and safety.

Withdrawal Policies for Members of the Military
A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses may be withdrawn from all active courses for the term upon verification of such orders and will receive a notation of military withdrawal (MW). The District does not require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service. Military withdrawal will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt, nor will it be counted in progress probation or dismissal calculations.
**Excused Withdrawals**

An excused withdrawal (EW) 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 an 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 notated at any time after the period established by the District during which no notation is made for withdrawals. An excused withdrawal 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.

See Board Policies 4225 and 4230 and Administrative Procedures 4225, 4230 and 4231.