

Sierra College

ADMINISTRATIVE PROCEDURE

AP 5075

Class Adds, Drops and Withdrawals

Date Adopted:	1/13/2004
Date Revised:	12/12/2025
Date Reviewed:	12/12/2025
Reference:	Title 5 Sections 55024, 58004 and 58509

Adding Classes

Students may add classes through the established registration period of the class.

After the registration period concludes, classes may only be added by submitting a petition to the Admissions and Records Office 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 inactive students not later than the end of the last calendar day before the census date of the class. Inactive students include:

- Students identified as no-shows. A student is considered a no-show if they do not attend the first class meeting of an on-ground class or does not log in to an online class by 11:59 p.m. Saturday of the first week of instruction.
- Students who officially withdraw.
- Students who are no longer participating in the courses and are therefore dropped by the instructor.

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.

Withdrawals

Withdrawals are authorized through 66% of the length of the class.

It is the student's 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participating in the class after the census date may be withdrawn by the instructor until the withdraw deadline.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 student who withdraws after this period, but before the end of the expiration of 66% of the class, shall receive the withdrawal symbol of “W” on their transcript, unless the District selects an earlier final withdrawal date. The “W” shall not be used in calculating grade point average but shall be used in determining progress probation and dismissal of a student.

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.

Military Withdrawals

A military withdrawal (“MW”) will not be counted in progress probation and dismissal calculations, toward the permitted number of withdrawals, or as an enrollment attempt. A military withdrawal occurs when a student on active or reserve status in the United States military or National Guard receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol of “MW” shall be assigned to all courses affected by the military withdrawal.

Excused Withdrawals

Students shall be allowed an excused withdrawal (“EW”) in extenuating circumstances at any time, upon petition of the student or their representative. An 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. In no case shall an excused withdrawal result in a student being assigned an “FW” grade.

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