



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

Chapter 5 Student Services

5075

AP 5075 Course Adds and Drops

Adding Courses

Students may add classes through the registration period using the WebReg student portal. Before classes begin students may register for classes with spaces available. If no space is available students may add their names to the waitlist. Once classes begin students may add with an add code, obtained by the instructor of record for the course, and valid through the 'late registration' period.

After the registration period concludes, classes may only be added by formal request from the student through the use of a Late Add Petition form, on which the faculty member must stipulate the student has been in attendance since a date prior to census.

Withdrawals

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. Please view the WebReg schedule of classes for dates specific to each course. Students who withdraw or drop classes by the last day to drop without a W (prior to census), will receive no notation on their academic record.

Instructors shall clear their rolls of inactive students through the use of census rosters.

"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.

A student will be permitted to withdraw from a class and receive a "W" no more than three times. In the case of multiple withdrawals, the District offers the following intervention program:

- Students will need to meet with a counselor to discuss course repetition options and/or to prepare an Academic Council Petition

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



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other than a “W” upon completion of the course, 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.

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 a course(s). 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 assigned an “FW” 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 their 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 circumstances 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 an “FW” grade.

References: *Title 5 Sections 55024 and 58004*

Approved: May 10, 2022