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**Kern Community College District  
Administrative Procedure  
Chapter 5 – Student Services**

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**AP 5075 Course Adds and Drops**

**References:**

Title 5 Sections 55024 and 58004

**Note: This procedure is legally required**

**Adding Courses**

Students may add classes through the registration period. After the registration period concludes, classes may only be added by formal request from the student to the Office of Admissions & Records.

**Withdrawals**

Withdrawals or drops are authorized through the last day of the tenth week of instruction or 60% of the term, whichever is less. Students who withdraw or drop classes prior to the course census date will not receive notation on their academic record.

Instructors shall clear their class rosters of inactive students prior to the end of the last business day before the census day for all students.

“Inactive students” include:

- Students identified as ‘no-shows’;
- Students who officially withdraw; and
- Students who are no longer actively 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 (3) times.

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 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 courses. 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 assign 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 his/her/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 release or involuntary transfer of a student who is incarcerated in a California State prison or county jail before the end of the term, when the student is subject to immigration action, or other extenuating circumstance making completion impractical. 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.