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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
**Chapter 5 – Student Services**

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## **AP 5075 COURSE ADDS, DROPS, AND WITHDRAWALS**

### **Adding Courses**

Before semester or term classes begin, students may add/register for open classes via myHancock online registration during the established registration period, as identified in the online schedule of classes. Students are required to pay fees due by the established payment deadlines. Failure to pay fees incurred may result in an administrative drop.

### **Wait List**

During the registration period before classes begin, a student wishing to enroll in a class that is closed (filled to capacity) may choose to place themselves on the waitlist, unless the waitlist is also filled. As enrolled students drop or are dropped for non-payment, waitlisted students are notified via email notice of an available seat in the class. Students have 24 hours to register themselves into the class via myHancock or will be removed from the waitlist. Once the semester or term class begins, students remaining on the waitlist must attend the class on the first day in order to be considered for enrollment into the class. The waitlist does not guarantee that a student will be given an add authorization code.

### **Adding Courses On/or After the First Day of Instruction**

To add a class on or after the first day of instruction (the first day the actual course meets) and up to the census roster due date, a student may add a class via myHancock online registration after obtaining an add authorization code from the class instructor. In order to add the course with an add authorization code, a student must be eligible to enroll and meet the necessary prerequisite(s) of the course, if applicable. The add authorization code given by the course instructor may only be used by the student to whom the code was issued. Instructors are encouraged to add students depending on the number of open spaces in the class, consideration of the waitlist, class size limits, and the amount of instruction/course content missed by the student. The decision then to provide an add authorization code to a student after the first-class meeting (for an on-campus course) or the first day of class (for an online course) is the instructor's alone.

### **Late Adding of Classes**

After the registration period concludes, classes may only be added by formal request from the student and the instructor of record if extenuating circumstances apply, to the Director,

Admissions and Records. The late add period ends the last business day of the week in which the census day occurs.

### **Lateral Transfer**

Through week 12 of semester length courses; or week 6 of eight-week courses; or week 4 of a six-week courses, students, upon petition, may transfer laterally from one section of a course to another section of the same course without paying an additional enrollment or tuition fees. Students must be actively enrolled in the course in which they are requesting transfer out of, to another section. If they have been dropped, they are not eligible for lateral transfer. Lateral transfers must be within the same part of term and require the receiving instructor's approval and explanation, and the approval of the Director, Admissions and Records.

### **Skill Level Transfer**

Students may transfer from one academic skill level in a course sequence to another academic skill level through the sixth week of the semester-length course or three weeks through summer session or a term-length course as long as they meet the stated prerequisite for the course in which they are transferring. Academic skill level transfers will be considered only with the approval and explanation of the instructor who is recommending the skill level change and the instructor who is willing to add the student to a higher level. The student must also obtain the approval of the Director, Admissions and Records. The student must bring the completed Request for Level Transfer form to the Admissions and Records office. The student must be actively enrolled in the course in which they are requesting transfer out of, to another level; if they have been dropped, they are not eligible for an Academic Skill Level Transfer.

### **Withdrawals/Drops**

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75 percent of the term, whichever is less. Students who withdraw or drop classes during the first four weeks or 20 percent of the term, whichever is less, will receive no notation on their academic record. A student who withdraws after this period, but before the end of the fourteenth week of a course, or the expiration of 75 percent of a term, whichever occurs earlier, shall receive the withdrawal symbol "W" on his/her/their transcript, unless the District selects an earlier final withdrawal date. The "W" shall not be used in calculating grade point averages but shall be used in determining probation and dismissal of a student.

### **Instructor Drops**

Instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for all students. No notation, "W" or other, shall be made on the academic record of a student who withdraws prior to census.

"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, except if there are extenuating circumstances.

“No longer participating” includes, but is not limited to, excessive unexcused absences but must relate to nonattendance.

### **Military Withdrawal**

A military withdrawal (“MW”) will not be counted in progress probation and dismissal calculations, toward the permitted number of withdrawals, or counted 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 Withdrawal**

The “EW” symbol may be used to denote withdrawal from a course(s) due to extenuating circumstances beyond the student’s control and where mitigation efforts by the district are unsuccessful. “Extenuating circumstances” means cases of accidents, illnesses, or other circumstances beyond the control of the student.

The district will actively collaborate with the student or their representative to identify available support services that may alleviate the extenuating circumstances and help avoid withdrawal. In cases where these efforts do not succeed, the student may be granted an EW on their transcript. A student’s request for an excused withdrawal will not be denied due to the district’s inability to respond to the petition or provide adequate support to mitigate the circumstances. If a student does not participate in mitigation efforts or submits a petition after a grade has been issued, the Director, Admissions and Records may require verifiable documentation at their discretion. Verifiable documentation may include, but is not limited to, a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student’s completion of a course is impractical. The Chancellor’s Office defines impractical as impossible due to reasons beyond the student’s control. The determination shall be made by the Admissions and Records office.

An EW symbol may be requested by the student at any time during the semester and no later than 120 days after the end date of the semester in which the request is made. An excused withdrawal shall not be counted in progress probation and dismissal calculations, or toward the permitted number of withdrawals or enrollment attempts. Unless the student received the California College Promise Grant or a waiver of fees from AB 19 funds, the student granted the EW symbol is eligible to apply for a refund of enrollment fees and/or tuition.

### **Fraudulent Drops**

Designated college personnel and Student Services staff to verify, review, and if necessary, drop accounts determined to be fraudulent or in violation of college standards

and state regulations. Upon identification of potentially fraudulent activity, staff will assess the account to confirm inconsistencies, unauthorized access, or suspicious enrollment patterns. In such cases, personnel will document the fraud indicators and promptly notify the appropriate Student Services administrator. Based on this assessment, Student Services staff, in coordination with College IT and administrative offices, may proceed to deactivate or drop the fraudulent account. This ensures compliance with statewide directives to protect the integrity of academic records and enrollment data. If an account is dropped, a record of actions taken and any related communications will be maintained in accordance with college documentation standards and retention policies.

### **Withdrawal Limit**

The District must establish the number of times that a student may withdraw from a class and receive a “W.” Students will not be permitted to withdraw and received a “W” in a class more than three times. In the case of multiple withdrawals, the District offers the following intervention program:

A student’s request to attempt a course more than three times will be evaluated by the Dean, Student Services or designee, based upon the student’s need for the course. Under these circumstances, effective summer 2010 upon successful completion the first two non-passing grades will be alleviated from the grade point average. However, when course repetition occurs, all substandard grades will remain on the student’s permanent record, ensuring a true and complete academic history.

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

### **Statement of Nondiscrimination**

The District recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and creativity while providing positive images for all students. The District is committed to the active promotion of diversity and equal access and opportunities to all staff, students, and applicants, including qualified members of underrepresented/protected groups. The District assures that no person shall be discriminated against because of race, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation.

### **References:**

Title 5 Sections 55024 and 58004

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