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

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

**References:**

Title 5 Sections 55024 and 58004

**NOTE:** This procedure is **legally required**. Local practice may be inserted. The following illustrative example meets legal minimum requirements.

**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 class instructor and the instructional administrator or designee.

**Withdrawals**

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 60% of the term, whichever is less. Students who withdraw or drop classes during the first four weeks or 30% of the term, whichever is less, will receive no notation on their academic record.

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.

“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.

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:

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.