



Adding Courses

Students may add classes through the registration period (10

Instructors shall clear class rosters of inactive students no later than the end of the last business day before the census day for all students. "Inactive students" include the following:

- x Students identified as no-shows
- x Students who officially withdraw
- x Students who have been dropped from the course. A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances.
 - , "No longer participating" includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. In an online environment, nonparticipation in course activities will be interpreted as nonattendance (see Administrative Procedure 4105).
 - , "Extenuating circumstances" are cases of accidents, illnesses, or other circumstances beyond the control of the student.

Instructors must define course attendance policies and what constitutes excessive absences in their syllabus.

Instructors may continue to drop students through the 75 percent point of the course. To drop students, instructors shall use the instructor-drop roster via SURF. Instructors must indicate a last day of attendance for students designated as financial-aid or veterans-benefit recipients. In order to document the last day of attendance, instructors should maintain records of student attendance.

Military Withdrawals

Members of an active or reserve military service in the United States who receive orders compelling a withdrawal from a course or courses will be permitted to withdrawal at any time during the session. Upon verification of such orders by the Director of Admissions and Records, a withdrawal symbol ("MW") may be assigned after the 10 percent deadline of a session.

Military withdrawal shall not be counted in progress notice and/or progress separation calculations.

Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

In no case will a military withdrawal result in a student being assigned a failing grade. Upon approval, the student will also receive a refund of the entire enrollment.

Excused Withdrawal (EW)

Excused withdrawal occurs when a student is permitted to withdraw from a course(s) due to extenuating circumstances beyond the control of the student affecting their ability to complete a course(s). "Extenuating circumstances" means cases of accidents, illnesses, or other circumstances beyond the control of the student. Colleges shall

