



**AP 5075      Course Adds and Drops**

References:      Title 5 Sections 55024 and 58004

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**I. Adding Courses**

Students may add classes through the registration period up to the day before the first day of the term. From the first day of the term through end of the first 1/17<sup>th</sup> of intended interaction time (one week for full term classes in primary terms), students must request authorization from the instructor for each section they wish to add. Faculty must grant add authorization when requested by a student if there are available spaces in the class during this period. From 1/17<sup>th</sup> to 2/17<sup>th</sup>s of intended interaction time (second week through the end of the second week of full primary term classes), faculty may add students if there are open seats in the class or the instructor wishes to add students beyond the pedagogical cap as allowed by the room capacity.

Precise deadlines will be determined by the Office of Admissions and Records as follows: the functional deadline will be midnight of the instructional day when the boundary fraction is reached. For asynchronous online classes, or portions of classes conducted asynchronously online, the intended interaction time will be considered uniformly distributed over instructional days within the course duration to calculate the fraction of the term elapsed.

The steps in the add authorization process include:

- Students wishing to add into a section after the day before the first day of the term must contact the instructor from their Butte College issued student email address for add authorization and provide their student ID. The instructor will use their student ID to provide add authorization in Self-Service. Students will then log into Self-Service and add into the section.
- For Full or Waitlisted Sections:
  - Faculty will be provided with electronic copies of the waitlist before the first day of class.
  - Faculty have the authority to determine how the waitlist is used to add students to open seats or over the pedagogical cap up to the room capacity. If seats open due to no-shows on the first day of class or if the instructor wants to add over the pedagogical cap and there is more than one student who wants the seat, faculty may use the waitlist order to determine who gets a seat or they may use any other process they feel is fair. There is no official procedure or policy governing how faculty use the waitlist.
- Revoking add authorizations: faculty can revoke add authorizations if students do not act on the authorization and enroll in the section before the census date.

## II. Course Withdrawals and Drops

Student-initiated withdrawals are authorized through the last day of the fourteenth week of instruction or 75% of the primary term, whichever is less. Faculty are only authorized to initiate an involuntary drop under two circumstances:

- Lack of adequate attendance and/or participation before census: instructors are required to clear their rosters of inactive students no later than the end of the last business day before census for all students. The census date for each term and course depending on start date and duration will be determined and communicated by the Office of Admissions and Records.
  - Inactive students include:
    - Students who do not attend the first scheduled meeting of a course or do not log into the online portions of the course within the first 48 hours of the start of the course.
    - Students who are not academically engaged (34 CFR 600.2) during the first 1/17<sup>th</sup> of intended interaction time in the class.
- Excessive Absences: excessive absences at any point during the semester as defined in AP 5070 Attendance. Students with absences in excess of the threshold defined in AP 5070 Attendance may be dropped from the course by the instructor.

In both instances related to course attendance, faculty are responsible for processing the involuntary drop through the Self-Service system. Otherwise, a student may only be involuntarily removed from a course by administrative action for one of the following reasons:

- If it is determined that the student did not meet the pre or co-requisite for the course, pursuant to title 5, section 55003.
- As a result of a student disciplinary procedure pursuant to law or the student code of conduct per AP 5500 Standards of Student Conduct.

In both cases, the involuntary drop is determined and processed by the Office of Admissions and Records. Students who withdraw or are involuntarily dropped from classes before census will receive no notation on their academic record.

## III. Assigning "W", "MW", or "EW"

Students who withdraw or are involuntarily dropped from a course after census of the term will receive a "W," "MW," or "EW" on their transcript. A student will be permitted to receive a "W" no more than three times for a specific course. After the third "W," the student will need to petition the Academic Council to gain permission to register for another attempt.

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 assigned an "FW" grade.

Excused withdrawals (EW) shall be allowed to students in extenuating circumstances for grades assigned at any time the EW has been available (after fall 2018), upon petition of the student or their representative. "Extenuating circumstances" means cases of accidents, illnesses, or

other circumstances beyond the control of the student. Butte College will proactively engage with the student or their representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal during active terms. If mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol ("EW") on their transcript. Students are not required to provide any documentation verifying the extenuating circumstance. Students shall not be denied an excused withdrawal due to a college's inability to respond to the petition or to provide sufficient assistance to mitigate the student's circumstances.

An excused withdrawal will not be counted in progress probation and dismissal calculations, or toward the permitted number of withdrawals or enrollment attempts. In no case may an excused withdrawal result in a student being assigned an "FW" grade. An excused withdrawal shall be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation. An excused withdrawal shall be assigned if a student withdraws from a course due an extraordinary condition under title 5, section 58509.