

Glendale Community College District

5075

Board Policy

WITHDRAWAL/COURSE DROP POLICY

During the first two weeks of a semester, students may drop semester-length courses without an administrative notation of W appearing on their permanent academic record.

Beginning with the third week of the semester and extending through Saturday of the twelfth week, students may drop courses by following required procedures. The deadline to drop or be dropped from a semester-length course is Saturday of the twelfth week of instruction. In such instances, an administrative notation of W is recorded on the students' permanent academic records.

Students are not permitted to drop courses after the end of the twelfth week of instruction unless they petition and demonstrate extenuating circumstances as to why they are unable to continue in the course.

Courses that last less than sixteen weeks adhere to a proportional schedule for deadlines.

Students not dropped or withdrawn from courses by the deadline will not be eligible for the administrative notation of W and must be assigned a letter grade in the A through F category, or CR/NC in those courses so designated.

References:

- Title 5, Section 55758

Adopted: 3/15/93

Revised: 4/21/03

Reviewed: 12/09/15; 02/22/19

Renumbered from Board Policy 5118: 10/15/14