

## WITHDRAWAL PROCEDURES

Withdrawal procedures are defined by SBCC Board Policy and Administrative Procedure 5075 Course Adds, Drops and Withdrawals.

Withdrawals, or drops, are authorized through the last Friday of the ninth week of instruction for full semester length classes or 60% of the course for all other classes and in summer.

Students who drop classes during the first two weeks of full semester length classes or 20% of the term for courses less than full semester in length, whichever is less, will receive no notation on their academic record and will be eligible for a refund of enrollment fees.

It is the student's responsibility to officially withdraw from courses by the appropriate deadline(s). A student who remains in a semester length class beyond the 9th week (60% point of the class for all other classes and in summer) must receive an evaluative grade other than a "W".

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.

An instructor may drop a student from a semester length class until the end of the 9th week of the semester (60% point of the class for all other classes and in summer) for excessive unexcused absences. Absence is considered excessive if a student misses more than the equivalent of one week of class during the semester.

In such instances, the student will receive a "W". An instructor may reinstate a student when it is determined that the student has been dropped in error. The instructor may not drop a student from a full semester length class after the 9th week (60% length of the class for all other classes and in summer). After the end of the 9th week (60% length of the class for all other and summer), an evaluative grade symbol must be assigned.

Drop deadlines are posted for each class on the online schedule of classes on the student Schedule/Bill available in Pipeline after registration. Visit <http://www.sbcc.edu/admissions/register.php#Adding and Dropping Classes> for more information or contact Admissions & Records.