Title 5: 55024 - Withdrawal from Credit Courses – Board Responsibilities
(from the effective date all credit course repeats & withdrawals in a student’s enrollment record are counted towards the new limit)

Process Owner: Vice Chancellor

State Chancellor’s Office

Advisory regarding Title 5, 55024 Repetition and Withdrawal from Credit Courses

- Appropriate Faculty means the instructor of each course section in question or, in the event the instructor cannot be contacted, the department chair or appropriate administrator
- The “W” shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal pursuant to article 3 of this subchapter
- A “W” shall not be assigned, or if assigned shall be removed, from a student’s academic record, if a determination is made pursuant to sections 59300 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment
- A district’s responsibilities with respect to enrollment or attendance accounting shall not be modified or superseded in any way by adoption of a withdrawal policy

Board of Trustees (BOT)

Adopt procedure for withdrawal from credit courses in accordance with 55024

Establish a time for authorized withdrawal and the appropriate faculty informed

Establish a period of time for which no notation is made

Establish a regulation for withdrawing for extenuating circumstances after the 14th week

Establish a policy for the number of times that a student may receive a “W”

Determine whether a “W” will be allowed for circumstances due to fire, flood or extraordinary conditions

Withdrawal between the end of the fourth week (or such time as established by the district) and the last day of the fourteenth week of instruction (or 75% of a term whichever is less)

Withdrawal after the end of the fourteenth week (or 75% of a term whichever is less) when the district has authorized such withdrawal in extenuating circumstances

Withdrawal after the end of the fourteenth week (or 75% of a term whichever is less) when the district has authorized such withdrawal in extenuating circumstances

Withdrawal after the end of the fourteenth week (or 75% of a term whichever is less) when the district has authorized such withdrawal in extenuating circumstances

Determine intervention in cases of multiple withdrawals

Military student receives orders compelling a withdrawal – a withdrawal symbol may be assigned at any time after the period established by the BOT

Determine Military withdrawal procedures if a withdrawal policy has been provided

Board to determine withdrawal timing (See notes below)

Establish a policy for the number of times a student may withdraw and receive a “W” symbol on his or her record for enrollment in the same course

Establish a time for withdrawal due to extenuating circumstances

Establish a time for withdrawal after the end of the fourteenth week (or 75% of a term whichever is less) when the district has authorized such withdrawal in extenuating circumstances

Determine whether a “W” will be allowed for circumstances due to fire, flood or extraordinary conditions

The timing would be the 14th week or (75% of the term whichever is less). The student must petition and have consultation with appropriate faculty

May establish a period of time shorter than the first four weeks or 30% of a term, during which no notation will be made

Within the parameters set forth in subdivision (a), criteria for withdrawal and the procedures to accomplish it shall be established

Military student receives orders compelling a withdrawal – a withdrawal symbol may be assigned at any time after the period established by the BOT

The academic record of a student who remains in a course beyond the time allowed by the district policy must reflect a symbol as authorized in section 55023 other than a “W”

Implement policy
Title 5: 55024 - Withdrawal from Credit Course
(from the effective date all credit course repeats & withdrawals in a student’s enrollment record are counted towards the new limit)

Process Owner: Vice Chancellor

DRAFT – September 12, 2011

District

- Implement Title 5 55024 Withdrawal from Credit Courses Policy
- Within the parameters set forth in subdivision (a), criteria for withdrawal and the procedures to accomplish it shall be established by the district governing board and published in college catalogs

Student

- Apply for withdrawal from a credit course
- Extenuating circumstances: Verified cases of accidents, illnesses or other circumstances beyond the control of the student
- Student who withdraw from one or more classes where such withdrawal was necessary due to fire, flood or other extraordinary conditions and withdrawal is authorized by the district pursuant to section 58509
- Exceeds authorization timeline
- Receive a grade symbol other than "W"
- No
- Yes

- Military withdrawal
- Receive a grade symbol other than "W" or remove already assigned
- No
- Yes
- Consultation regarding petition
- Authorize
- No
- Yes

Faculty

- Appropriate Faculty means the instructor of each course section in question, or in the event the instructor cannot be contacted, the dept., chair or appropriate administrator
- No
- Yes

BOT

- Authorize
- No
- Yes

The "W" shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal pursuant to article 3 of this subchapter

Military withdrawal shall not be counted in progress probation and dismissal calculations
- "MW" shall not be counted for the permitted number of withdrawals
- In no case may a military withdrawal result in a student being assigned an "FW" grade

Within the parameters set forth in subdivision (a), criteria for withdrawal and the procedures to accomplish it shall be established by the district governing board and published in college catalogs

No notation if withdrawal during first 4 weeks or 30% of term whichever is less

Pursuant to section 59300 et seq.

The district policy shall include provisions for intervention in cases of multiple withdrawals

Reference Sections 70901, 70902

Title 5, C.C.R.:  Section 55024 of article 2, chapter 6, of division 6, section 58161
Ed Code:  70901

Rutgers University
Office of the Vice Chancellor
Title 5: 55040 - Course Repetition – Board Responsibilities
(from the effective date all credit course repeats & withdrawals in a student’s enrollment record are counted towards the new limit)

Process Owner: Vice Chancellor

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**Definitions** for the purposes of course repetition, academic renewal and all other related provisions in this division:
- **Course Repetition:** occurs when a student who has previously received an evaluative symbol as defined in section 55023, in a particular course re-enrolls in that course and receives an evaluative symbol as defined in section 55023
- **Substandard academic work:** means course work for which the grading symbols “D,” “F,” “FW,” “NP,” or “NC” (as defined in sections 55023 and 55030) have been recorded

**The Policies and Procedures adopted pursuant to subdivision (a) may:**
1. designate certain kinds of courses as “repeatable courses” consistent with the requirements of section 55041
2. allow a student to repeat a course in an effort to alleviate substandard academic work consistent with the requirements of section 55042
3. permit or require a student to repeat a course due to significant lapse of time consistent with the requirements of section 55043
4. permit a student to repeat a portion of a variable unit open-entry/open-exit course which the student previously completed only under the circumstances described in section 55044
5. permit a student to repeat a course which is not designated as a repeatable course, regardless of whether or not substandard academic work was previously recorded, where the district determines, consistent with section 55045, that there are extenuating circumstances which justify the repetition
6. permit a student to repeat a course in occupational work experience under the circumstances described in section 55253. When an occupational work experience course is repeated pursuant to that section, the grade received each time shall be included for purposes of calculating the student’s grade point average
7. permit a student with a disability to repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in section 56029. The district policy may allow the previous grade and credit to be disregarded in computing the student’s GPA each time the course is repeated.

- When course repetition occurs pursuant to this section, the student’s permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and be annotated in such a manner that all work remains legible, insuring a true and complete academic history
- Notwithstanding the limits set forth above, apportionment will be limited as set forth in section 58161
Title 5: 58161 – Apportionment for Course
(from the effective date all credit course repeats & withdrawals in a student’s enrollment record are counted towards the new limit)

Process Owner: Vice Chancellor

**Title 5 C.C.R. Section 51861 of article 5 of subchapter 2 of chapter 9 of division 6**

**Ed Code Reference Section:** 70901

**Enroll in credit course for state apportionment**

**Enrollment occurs when a student receives an evaluative or nonevaluative symbol pursuant to section 55023**

- **(d)** Notwithstanding subdivisions (a), (b) and (c) of this section, a district may claim state apportionment for students' enrollments in credit courses designated as repeatable as provided in section 55041(c) for a maximum of 4 semesters or six quarters. This limitation applies even if a student receives a substandard grade during one or more of the enrollments in such a course or petitions for repetition due to special circumstances as provided in section 55045.
- **(e)** To the extent permitted by article 4 of subchapter 1 of chapter 6, a district may permit enrollment in credit courses beyond the limits set forth in this section, bit such additional enrollments may not be claimed for state apportionment.

**Claim course apportionment**

**Enrollment may be permitted beyond limits set forth in this section but may not be claimed for apportionment**

**Extenuating circumstances**

- **(b) 1** Section 55043
- **(b) 2** Section 55045 (if not repeatable section 55401(c))
- **(c) 1** Section 55045 (55401(b))
- **(c) 2** Section 56029
- **(c) 3** Section 55044
- **(c) 4** Section 55253
- **(c) 5** Section 55024(a)(4)(c)
- **(c) 6** Section 55024(b)(1)

**Legally mandated training**

- **(b) 1** Section 55043
- **(b) 2** Section 55045 (if not repeatable section 55401(c))
- **(c) 1** Section 55045 (55401(b))
- **(c) 2** Section 56029
- **(c) 3** Section 55044
- **(c) 4** Section 55253
- **(c) 5** Section 55024(a)(4)(c)
- **(c) 6** Section 55024(b)(1)

**Disability related accommodation**

**Variable unit open entry/open exit credit course**

**Repeat of cooperative work experience course**

**Withdrawal due to extraordinary conditions**

**Military withdrawal (MW)**

**Cannot claim course apportionment**

- **(a) cont'd.** Includes summer sessions and intersessions, per credit course and if all other requirements of this chapter are satisfied.
- For the purposes of this section, enrollments includes any combination of withdrawals and repetitions.