

DROPPING CLASSES

Students are responsible for dropping their classes; classes are not dropped automatically for non-attendance. A student may drop a class by using MyWeb.sjeccd.edu, or in-person at the Office of Admissions and Records. The following rules apply to dropping a class:

1. No "W" (Withdrawal) symbol or record of the course will occur on the student's permanent record if the student drops by the deadline to drop without a W grade. Please refer to the Academic Calendar for specific deadlines.
2. A "W" (Withdrawal) symbol will be assigned if the student drops the course on or after the deadline to drop with a W grade.
3. Students must receive an evaluative grade (A-F; FW; P/NP) if they do not drop by the deadlines above.
4. Students may be granted a "W" (Withdrawal) symbol when withdrawal is granted due to extenuating circumstances. "Extenuating circumstances" are defined as verifiable cases of accidents, illness, or other circumstances beyond the students' control.
5. Students are responsible for all associated fees for classes they do not officially drop by the established deadline.

NOTE: Instructors may drop students for attendance related reasons. See information on attendance in Chapter 6.