“5 Top Things: Drops“

- Drop/Withdrawal Deadlines are mandated by California State Law (Title 5).
- Important Drop/Withdrawal Deadlines for Students
- Faculty Drop/Withdrawal procedures - When and how
- How Withdrawals (W’s) affect progress probation and progress dismissal
- How Withdrawals (W’s) affect course repeatability

Narrative:

I. **Drop/Withdrawal Deadlines are mandated by California State Law (Title 5):** These dates are NOT set by College policy. For full-term classes calculations are based on a 17.5 week semester. For short-term classes the formula is the same, but based on the length of the class. Drop dates are available on the College’s online Academic Calendar. The Student and Faculty MyCOM Portal have links to “Important Dates”, and the “Important Dates” are also published in the Credit Class Schedule.

II. **Important Drop/Withdrawal Deadlines for Students:** The student deadline to drop and qualify for a refund for a full-term class is Tuesday, September 4, 2012 for Fall 2012. To calculate, count 14 calendar days from the start of the semester including Saturday, Sunday and Holidays. For a short-term class it is 10% of the length of the course. These dates are found in the short-term class section of the class schedule.

   The student deadline to drop clear (with NO “W”) is Friday, September 14, 2012. According to State Law, the date is 30% of the term or 4 weeks, whichever is LESS. For full-term classes, College of Marin calculates the date using 4 weeks, because 30% of the term is 5.25 weeks. For short-term classes and all summer classes we use the 30% calculation.

   The student deadline to drop with a “W” is Friday, November 16, 2012. According to State Law, the date is 75% of the term or 14 weeks, whichever is LESS. College of Marin calculates date using 75% of term because it equals 13 weeks + 1 day.

   The Weekly Census Date for Fall 2012 is Monday, September 10, 2012. The Census date is State-mandated and equals 20% of the length of the semester (17.5 weeks). Census is always on a Monday, unless it lands on a holiday; then it is on Tuesday.

III. **Faculty Drop/Withdrawal procedures – When and how:** Prior to Spring 2012, census rosters were printed and distributed to faculty to mark “NO SHOW” students, or to indicate the date that the student stopped attending prior to Census. These rosters were turned in to Admissions to process. Beginning Spring 2012, Instructors drop students via the MyCOM Portal by completing and submitting census rosters online. Census rosters are available online beginning with the first day of instruction.

   There was a problem of instructor access shutting down immediately, once the Census deadline passed. For future terms, Bob is working with I.T. so that online census drops will be available from
the first day of the term until 7 days past the Census date. A drop may be indicated as a “NO SHOW” or as a drop as of a specific date prior to Census. This will record as a “drop clear” on the student’s enrollment record and no grade will appear on student’s academic history.

A new feature included with this process is the ability for instructors to reinstate students who were dropped in error. If you realize that a student should have been dropped as a “NO SHOW” and the deadline has passed and you no longer have access through your MyCOM portal, we will accept an email from your College of Marin email account and drop the student.

Instructors may drop students at midterm by assigning a “W” when they submit their midterm grades. This will be recorded as a “Drop History” on the Student’s enrollment record and a “W” will appear on the student’s academic record.

If you realize that you should have given a midterm “W”, and the deadline has passed and you no longer have access through your MyCOM portal, you can fill out a blue drop card and indicate that it is a midterm drop and sign it. We will drop the student with a “W” and file the card for audit purposes. The only time that it is too late to process an instructor’s drop request is if the student deadline to drop with a “W” has passed, because State law prohibits drops after 75% of the term has passed.

IV. How Withdrawals (W’s) affect Progress Probation and Progress Dismissal: W’s do NOT calculate into a student’s GPA, and so they do not affect Academic Probation or Academic Dismissal. An FW grade is a failing grade due to non-attendance, and is calculated into a student’s GPA. It is a better option to drop a student at midterm with a W, if the student has stopped attending class, rather than keep the student on your roster and issue an FW at the end of the term. A few W’s will not adversely affect most students’ records; however, W, Incomplete and No Pass grades are considered “non-progress” grades and a student’s overall non-progress grade percentage determines whether or not a student gets placed on Progress Probation or on Progress Dismissal. If a student has attempted at least 12 cumulative units at the College of Marin, and 50% or higher of those units are a W, Incomplete or NP, the student is placed on Progress Probation. A student placed on Progress Probation is advised to meet with a College of Marin Counselor and is limited to enroll in a maximum of 13 units. If the student’s cumulative NPG % stays at 50% or higher for three semesters in a row, the student will be placed on Progress Dismissal.

V. How Withdrawals (W’s) affect course repeatability: Course repeatability is mandated by Title 5. A student who has received a “W” for dropping a course after the 1st drop date, may re-enroll in the course without a Student Petition. After receiving two “W’s” in a given course, a student may petition the College Petitions Committee to repeat the course for a third time. The student must provide documentation that an extenuating circumstance occurred which made it necessary to withdraw from the course with a “W”. Extenuating circumstance are verified cases of accidents, illnesses or other circumstances beyond the control of the student. If the petition is approved, the student may enroll one week after the start of new and returning student registration to register for the course. If the student drops the course again for a third “W”, the student may not repeat the class again at the College of Marin.