

WebAdvisor or in Admissions located in the Student Services Center in the Cesar E. Chavez Building on the Chula Vista Campus, or any of the Higher Education Centers.

### Withdrawing From Classes

A student must officially withdraw from a course he/she no longer wishes to attend. Students may drop classes online on WebAdvisor or by filing a Drop Slip in Admissions on the Chula Vista campus, the Higher Education Center at National City, the Higher Education Center at San Ysidro, or the Higher Education Center at Otay Mesa.

Students are permitted to withdraw from a course through the twelfth week of the regular semester and the deadline established for fast track classes or a summer session. The result will be a "W" grade. After the withdrawal deadline, students must be assigned a grade (A, B, C, D, F, I, CR, or NC).

### Waiver or Substitution of a Course

A student may request permission to waive or substitute a course for one that is required to complete graduation requirements. Petitions regarding requirements in the major must be approved by the appropriate school dean; requirements outside the major must be approved by the Dean of Student Services. Petitions are available in Admissions, Evaluations and Information located in the Student Services Center in the Cesar E. Chavez Building or online at [swccd.edu](http://swccd.edu), click on Admissions and Registration, then click on printable forms.

### Dropping Students from Classes

- Instructors will drop any student who fails to attend the first class meeting if the class is at maximum enrollment and other students are waiting to enroll.
- Students will be dropped from a class for a lack of a prerequisite.
- During the add period of the term, instructors must drop a student from a class with or without an explanation for never attending class, unless the student has contacted the instructor and the instructor has granted an excused absence.
- After the add period of the term, instructors may drop a student from a class if the hours of unexcused absences for the semester exceed the number of hours the class meets per week (based on a traditional 18-week semester), or if the student's total hours of absence for any reason exceed twice the number of hours the class meets per week.
- Instructors may drop from class any student who has not been in attendance during a period of 14 consecutive calendar days unless an approved leave of absence petition has been filed with the Admissions Office.
- Instructors may drop a student for excessive tardiness. Excessive tardiness is defined as arriving late to class or required class activity more than three times after the first two weeks of the semester or the first week of a fast track or summer session. If the instructor intends to drop the student after the third tardiness, the instructor shall warn the student verbally or in writing. Following such a warning, the instructor may drop a student from class upon the next instance of tardiness.

**Note:** Students are responsible for officially withdrawing from classes they are no longer attending.

An instructor may not lock a classroom door. However, instructors may temporarily restrict entry to the classroom due to an unusual learning activity such as (but not limited to) tests, group dynamic exercises, experiments, or guest speakers.

### Misconduct

Instructors may exclude a student from the current class and one subsequent meeting pursuant to a misconduct. Instructors must contact the Dean of Student Services after exclusion.

Please contact Office of Student Services for complete list of student misconduct violations at 619-482-6369 or in the Student Services Center.

### Leave of Absence

In case of an extreme emergency, which makes it impossible for a student to attend classes for a short period of time, the student may petition the instructor for a Leave of Absence. Petitions for a Leave of Absence are available from Admissions and Information at the Chula Vista campus, the Higher Education Center at National City, the Higher Education Center at Otay Mesa, or the Higher Education Center at San Ysidro or online at [www.swccd.edu](http://www.swccd.edu) (click on Admissions and Registration, then on printable forms.). Absences incurred while on Leave of Absence are not counted toward excessive absence. Approval is at the discretion of the instructor.

