

**LOS ANGELES COMMUNITY COLLEGES  
OFFICE OF THE CHANCELLOR  
ADMINISTRATIVE REGULATIONS**

**INDEX NUMBER E-69**

<b>REFERENCE:</b>	<b>TOPIC:</b> Limitations on Student Withdrawal
<b>ISSUE DATE:</b> Fall, 1982	<b>INITIATED BY:</b> Educational Support Services
<b>CHANGES:</b> Revised Entire regulation	<b>DATE OF CHANGES:</b> March 2, 1983 February 8, 2012

Students may withdraw from a credit class in which they are enrolled up to 75% of the course. They may enroll and withdraw from the same course no more than three (3) times within the Los Angeles Community College District.

1. Enrolling and Withdrawing from the Same Course; Limitations and Exceptions:
  - a. Students may enroll in, and withdraw from, the same class within the LACCD no more than three (3) times.
  - b. After withdrawing from the same class a second time, a student shall receive intervention in the form of notification that they are only eligible to withdraw from the class one more time. The notice will also urge them to take advantage of college resources to assist them in future academic planning.
  - c. After the third withdrawal from the same class, a student is blocked from taking that class at any of the LACCD colleges.
  - d. Any exceptions to this limit must be authorized by the Chief Instructional Officer, Chief Student Services Officer or their designee upon review of a petition filed by the student.
  - e. Apportionment may not be claimed for any student exceeding the maximum limit of three (3) withdrawals, except as authorized in d, above. Upon authorization, the college may claim one apportionment for one additional enrollment.

2. Withdrawal Through Completion of 75% of Course

Subject to the limitation in Section 1 above, students may withdraw from a course through the last day of the fourteenth week of instruction, or 75% of the time the class is scheduled to meet, whichever is less.

3. Withdrawal with Extenuating Circumstances After 75% of Course Completion
  - a. Subject to the limitation in Section 1 above, students seeking withdrawal from a class after 75% of the course for extenuating circumstances must submit a petition to the College President or their designee, clearly stating the circumstances and providing documentation. Petitions will not be accepted without appropriate documentation.
  - b. The College President or their designee shall review petitions for verified cases of accident, illness, or other circumstances beyond the control of the student, such as death of an immediate family member, natural disaster, or other major obstacles which would prevent a student from complying with College procedures for dropping a class by the set deadlines. The College President or designee's decision shall be final and noted on the student's record accordingly.
  - c. Students wishing to appeal the final decision should be referred to the Student Grievance Procedures, Administrative Regulation E-55.
4. A "W" shall not be assigned, or if assigned shall be removed from a student's academic record, if a determination is made that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.