

## **BP 5903 Late Adds**

Reference:

*Title 5, Sections 58003.1(b), 58004, 58508 and 58782*

### **5903.1 Established Deadline for Late Adds**

The deadline to add a semester length class is the end of the second or third week depending on the length of the semester, or for non-standard length classes (either shorter or longer than the semester) the deadline to add is 20 percent of the meeting days of the class.

### **5903.2 Approval for Late Adds**

A student who misses the established deadline for a particular class may add the class upon the instructor's approval and successful petition to the Academic Standards Committee.

### **5903.3 Date of First Attendance**

The student's first date of attendance for the class in question must be prior to the established add deadline in order for the District to collect apportionment for that student.

### **5903.4 Documentation of Extenuating Circumstances**

If the add deadline is missed, the student must demonstrate extenuating circumstances and provide appropriate documentation as part of the petition process. Extenuating circumstances are verified cases of accidents, illnesses, or family or work obligations, or other circumstances beyond the control of the student. The Academic Standards Committee will make the final determination of the validity of the documentation for extenuating circumstances.

### **5903.5 Consideration of Late Add Petitions**

Petitions to the Academic Standards Committee for late adds submitted after the established add deadline for a particular class may be considered as long as the student's first date of attendance was prior to the deadline.

### **5903.6 Deadline for Consideration of Late Add Petitions**

The Petition to the Academic Standards Committee form and all supporting documentation for late adds must be submitted no later than 50% of the term for which a student wishes to add the class.

*Approved 03/10/10*