



## **Add / Drop Policy**

Students may add or drop courses after registration has been finalized. This must be done by completing and submitting the appropriate form. The date of the drop/withdrawal is the date that the official drop form, complete with required signatures, is returned to the Office of Academic Affairs. Failure to attend class does not exempt students from tuition charges, and reimbursements will be based on the official withdrawal date on the form according to the schedule found under "Refund Policy" in the "Finances and Student Accounts" section of the Davis College Catalog.

Unofficial withdrawals will result in an "F" on the student's transcript. A "VWD" grade will be noted on the student's transcript for any course dropped during the first three weeks of the semester as published on the academic schedule for the last day to drop a course with a "W." Grades of "VWP" (Voluntary Withdrawal – Passing) or "VWF" (Voluntary Withdrawal – Failing) will be noted on the student's transcript for any course dropped from the fourth to tenth week as published on the academic schedule for the last day to drop a course with a "WP" or "WF." The last day of the tenth week of the semester is the last day that a student may officially withdraw from a course.

Students enrolled in a course through Davis Online Learning (DOL) are expected to follow the Davis Online Learning (DOL) Participation Policy. A "VWD" grade will be noted on the student's transcript for any course dropped by the tenth day of the DOL course. Grades of "VWP" (Voluntary Withdrawal – Passing) or "VWF" (Voluntary Withdrawal – Failing) will be noted on the student's transcript for any course dropped by the last day of Week 3 within the course. The last day of Week 3 within the course is the last day that a student may officially withdraw from a course. Non-participation for 21 consecutive days results in a failing grade for non-participation.

Faculty will be notified of students who have officially dropped courses. Faculty are responsible for reporting students to the Office of Academic Affairs who are enrolled in a course but not attending. It should never be assumed that a student has dropped a course because he or she is not in attendance or has claimed to have dropped a course. Only students officially withdrawn

should receive a “W” grade at the end of the semester. All others who fail to meet the course requirements should receive an “F” grade.

The last day to add or drop a course is published with each current semester schedule. Requests to add a course after the final “add” date has passed will not be approved.