



Through Sunday of the first week of the academic term, a student may change course registration without financial penalty or impact on academic standing. The student must submit a completed drop/add form to the office of the registrar or complete the drop/add via the student portal.

Students in academic programs with a “lock-step” curriculum must adhere to the standard curriculum for their quarter of enrollment. See [Policy 1226 Normal Course Load and Modified Schedules](#) for more information.

Beginning Monday of week two of the academic term, a student intending to drop a course must submit a request for a course withdrawal via the [Leave and Withdrawal Request Form](#). Tuition and fee refunds are applied in accordance with [Policy 3021 Tuition and Fee Refunds](#).

Drop/add requests may be subject to approval by the college dean or program director. Withdrawal grades for courses dropped after the drop/add period are applied in accordance with [Policy 1207 Grading System](#).

Related Policy:

[Policy 1207 Grading System](#)

[Policy 1211 Grade Appeal](#)

[Policy 1226 Normal Course Load and Modified Schedules](#)

[Policy 1218 Academic Standing](#)

[Policy 1239 Continuous Enrollment, Leave, Withdrawal, Dismissal and Expulsion](#)

[Policy 3021 Tuition and Fee Refunds](#)

[Policy 3025 Student Financial Responsibility](#)

[Policy 3804 Satisfactory Academic Progress for Financial Aid Eligibility](#)

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