



During the first five (5) calendar days of a quarter, a student may change enrollment status without financial penalty or impact on academic standing. The student must submit a completed drop/add form to the registrar.

After five calendar days of a quarter, a student wishing to drop a course must submit a completed drop/add form to the registrar. Any amount of tuition and fee refund is subject to [Policy 3021 Tuition and Fee Refunds](#).

Drop/add requests are subject to approval by the program dean. The registrar will record the appropriate withdrawal grade as follows:

Grade	Definition	Quality Points	Condition
W	Withdrawal	-	Withdrawal before the end of week 6.
WF	Withdraw Failing	0	Withdrawal after week 6. Computed as a failing grade (F) in term and cumulative GPAs.

**Related Policy:**

- [Policy 1207 Grading System](#)
- [Policy 1211 Grade Appeal](#)
- [Policy 1226 Normal Course Load and Progress – DC Program](#)
- [Policy 1233 Academic Standing](#)
- [Policy 1239 Continuous Enrollment, Approved Leave, Involuntary 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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