



Year: \_\_\_\_\_

- Fall       Winter
- Spring    Summer

## Add / Drop Courses Form

Please consult the academic schedule for the last day to drop/withdraw or add courses.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID: \_\_\_\_\_ DOB: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Total credit hours before change: \_\_\_\_\_ Total credit hours after change: \_\_\_\_\_

### Dropped/Withdrawn Course(s)

Course: \_\_\_\_\_ (Online Term: \_\_\_\_\_)

Course: \_\_\_\_\_ (Online Term: \_\_\_\_\_)

Course: \_\_\_\_\_ (Online Term: \_\_\_\_\_)

### Added Course(s)

Course: \_\_\_\_\_ (Online Term: \_\_\_\_\_)

Course: \_\_\_\_\_ (Online Term: \_\_\_\_\_)

Course: \_\_\_\_\_ (Online Term: \_\_\_\_\_)

Student's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Business Office Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

1. Return this form to the OFFICE OF ACADEMIC AFFAIRS.
2. This form will not be accepted if ANY signatures and dates are missing.
3. Changes do NOT go into effect until the form is initialed by the Registrar's Office.

#### OFFICE USE ONLY

Received \_\_\_\_\_ Initials \_\_\_\_\_ SIS Updated \_\_\_\_\_ Fin. Aid Notified \_\_\_\_\_ Refund % \_\_\_\_\_

Copies: Advisor  \_\_\_\_\_ (mm/dd/yyyy)    Instructor  \_\_\_\_\_ (mm/dd/yyyy)    Student  \_\_\_\_\_ (mm/dd/yyyy)

## Adding and Dropping Courses 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 or withdrawal 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 drop/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 drops/withdrawals will result in an "F" on the student's transcript. A student may *drop* a course by the date published on the academic schedule, and the course will not be noted on the student transcript. After the drop period has passed, a student may *withdraw* from a course and receive a final grade of "VWD" or "VWP/F" according to the date published on the academic schedule.

**Main Campus** – A student may drop a course before the end of the first week of class; the course will not be noted on the student transcript. On or after the first day of the second week of class, a student may withdraw from a course. A "VWD" grade will be noted on the student's transcript for any course withdrawal during the first four weeks of the semester as published on the academic schedule for the last day to withdraw from 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 withdrawal from the fifth through sixth weeks as published on the academic schedule for the last day to withdraw from a course with a "WP" or "WF." The last day of the sixth week of the semester is the last day that a student may officially withdraw from a course.

Main Campus	
<b>Week 1</b>	Drop period; 100% refund
<b>Week 2</b>	Withdrawal period (VWD); 75% refund
<b>Week 3</b>	Withdrawal period (VWD); 50% refund
<b>Week 4</b>	Withdrawal period (VWD); 25% refund
<b>Week 5</b>	Withdrawal period (VWP or VWF); 0% refund
<b>Week 6</b>	Withdrawal period (VWP or VWF); 0% refund
<b>Week 7 or later</b>	Failed grade (F); 0% refund

**Davis Online Learning** – Students enrolled in a course through Davis Online Learning (DOL) are expected to follow the Davis Online Learning (DOL) Participation Policy. A student may *drop* a course before and during Week 1 of the DOL course; the course will not be noted on the student transcript. On or after the first day of Week 2 of the DOL course, a student may *withdraw* from a course. A "VWD" grade will be noted on the student's transcript for any course withdrawal during Week 2 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 withdrawal during 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.

Davis Online Learning	
<b>Week 1</b>	Drop period; 100% refund
<b>Week 2</b>	Withdrawal period (VWD); 75% refund
<b>Week 3</b>	Withdrawal period (VWP or VWF); 40% refund
<b>Week 4 or later</b>	Failed grade (F); 0% refund

Faculty will be notified of students who have officially withdrawn from 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 withdrawn from a course because he or she is not in attendance or has claimed to have withdrawn from a course. If a student notifies faculty of withdrawing from a course, the student must also submit the appropriate form for dropping or withdrawing from a course. Faculty are not responsible for submitting a drop or withdrawal form to the Office of Academic Affairs on behalf of a student. 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 withdraw from 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.