

CHANGE OF REGISTRATION (DROP/ADD/WITHDRAW PROCEDURE)

Course Add

A student may **Add a course** to their schedule during the course's Add Period. This period begins on the first day of classes for the semester and ends according to the table below.

The **Late Add period** for a course begins with the first calendar day after the Course Add period and ends on the day when 66% of the duration of the course is attained. A student may add a course during the Late Add Period with the written permission of the course instructor.

Course Drop

During the drop period, students can drop a course(s) on their Self-Service account. The drop period begins on the first day of classes for the semester and ends according to the table below. • If drop during the Drop period, the course will not be recorded on transcript.

Course Withdraw

A student earning academic credit requesting to withdraw from a course or multiple courses without academic penalty during the Course Withdraw Period must complete a an electronic course (drop/add/withdraw) request (<https://dyc.docuware.cloud/DocuWare/Forms/drop-add-course/?orgID=a958ff04-1fb9-45b7-8681-e3faf4127df6>). Course withdrawal without academic penalty must be initiated within the established time limit.

- Withdrawal after the Drop period has ended signifies an official notification that the student no longer intends on attending the course activities. The course(s) will remain on the transcript and a "W" will appear in place of a grade.
- There is no limit to the number of courses/credits that the students can withdraw from during this period.

Students who do not file for withdrawal with the Registrar's office within these times will continue to be registered for the course(s) and will be assigned an "F" in the course(s) affected if they have not completed the requirements of the course(s) or withdraw after the deadlines

Course Length	Length Add Period (Calendar Days)	Length of Drop Period (Calendar Days)	Last Day to Withdraw Without Academic Penalty (Calendar Days)
2 Weeks	1 day	1 day	9 days
4 weeks	2 days	8 days	18 days
5 weeks	2 days	8 days	23 days
6 weeks	3 days	8 days	28 days
8 weeks	3 days	8 days	37 days
10 weeks	4 days	8 days	46 days
12 weeks	8 days	12 days	55 days
15 weeks	8 days	14 days	70 days

* All weeks begin on Monday and end on Sunday.

The Drop and Withdraw Periods align with Tuition Liability Schedule (<https://www.dyu.edu/cost-aid/withdrawal-refunds/>)

NOTE:

- It is the student's responsibility to withdraw from courses he or she has registered for. Failure to officially withdraw will result in tuition liability.
- Students who merely stop attending will receive a grade of "FX". Non-attendance of classes, informing the instructor of withdrawal, or stopping payment on a check does not constitute official withdrawal and does not relieve the student of his or her financial obligation, or entitle the student to a refund. A student who registers and does not attend class remains fully responsible for all financial obligations.

Students may not change their registration in a course while a case of academic misconduct is being investigated. Likewise, students found responsible for academic misconduct may not change their registration status for that class.

Students may not attend a class they are not registered for or "force register" by appearing in a class.