

# ADD/DROP/WITHDRAWAL (BY CLASS)

Adding, dropping, or withdrawing from a course may affect a student's financial aid status and award. Contact your financial aid counselor to understand any impacts and refer to the Refunds (<https://catalog.dunwoody.edu/catalog-student-handbook/financial-aid-student-accounts/refunds/>) page.

## How do I make changes to my schedule before the Add/Drop Deadline?

- Students may add or drop a class to their schedule within the first five days of Fall and Spring Semesters, and both Summer Sessions and within the first two days of J-term.
- Students can add or drop a course to their schedule through [my.dunwoody](https://my.dunwoody.edu). Added courses require faculty advisor approval to ensure our commitment to your timely graduation.
- After the first five days of the semester, students should contact their faculty advisor or academic director/dean to discuss changes to their schedule. If approved, the advisor will submit changes via Dunwoody's Add/Drop/Withdraw form.
- The Registrar's Office provides general guidance for all students with questions via email (<https://catalog.dunwoody.edu/catalog-student-handbook/academic-policies/adddropwithdrawal-by-class/registrar@dunwoody.edu>) or phone at 612-381-3360.
- Classes dropped within the first five days of the semester do not appear on a student's transcript and will not have an impact on a student's GPA.
- Holds will prevent students from adding courses to schedules.

### It's after the Add/Drop Deadline, how do I withdraw from a course?

- Students may withdraw from a course between the sixth day of the semester and the end of Week 12. For non-full-term courses, the following withdraw deadlines apply:
  - day 9 of the term for a 3-week course
  - end of Week 3 for a 4-week course
  - end of Week 6 for an 8-week course
- A withdrawn class is shown on a student's transcript with a grade of W and does not impact a student's GPA, but does impact their Pace/Completion (<https://catalog.dunwoody.edu/catalog-student-handbook/academic-policies/grading-system-sap/#satisfactoryacademicprogress>).
- After Week 12, students will receive the earned grade for all remaining enrolled courses.
- Students cannot withdraw from a class once a letter grade has been earned.

## How do I withdraw from all of my classes at Dunwoody?

- Students should first meet with their academic dean and then follow the Student-Initiated Withdrawal (<https://catalog.dunwoody.edu/catalog-student-handbook/academic-policies/withdrawal/>) process.

## Dunwoody Initiated Changes to a Student's Schedule

Courses may be canceled or modified at the discretion of Dunwoody College. Students will be notified if they are enrolled in a canceled or modified section and a refund may be issued for the course. Students should work with their faculty advisor or academic director/dean to determine their registration in another course section.

### Dunwoody will:

1. Notify affected students and the academic director or faculty advisor as soon as the action is taken.
2. Use a reasonable time frame when deciding to cancel courses for low enrollment.
3. Assist all students with finding replacement courses or other accommodations (including independent studies, or transfer courses) where cancellations impact students' degree progress, graduation, and/or financial aid.
4. When possible, if cancelled courses are prerequisites for other required courses, accept alternative courses as the prerequisite.