

# ADD/DROP/WITHDRAW

---

It is important to note the distinction between these two words and to use them correctly. A student may add/drop/withdrawal from an individual course as defined below. The appropriate technical dean/program manager is ultimately responsible for monitoring the drop and withdrawal process. Students may also withdraw from their entire program or be withdrawn by the institution.

## Student Initiated Withdrawal

Students who want to withdraw from all classes must notify their academic program manager/dean, who will submit a Complete Withdrawal form (<https://staff.dunwoody.edu/Forms/Lists/Withdrawal%20Form/Current%20YearTerm%20Withdrawals.aspx>) on behalf of the student.

## Add a Class

- A class may be added no later than the first 5 days of the semester

## Drop a Class

- A class may be dropped within the first 5 days of the semester.
- Students who have not attended the first 5 days of the semester will be dropped from the class
  - Instructors should monitor first week's attendance, and then initiate the drop process
- Drop forms are submitted to the Registrar's Office.
- Exceptions occur if a student has communicated with the instructor about missing the first 5 days of class
- Dropped classes will not appear on a student's transcript and will not have an impact on the GPA

## Withdraw from a Class

- Students may withdraw from a class during the timeframe between the 6th day of the semester and the end of week 14 (week 7 for summer session)
- Instructors should initiate withdrawals per any of the **Institutional Initiated Withdrawal** circumstances
- The class will remain on the student's transcript with a grade of W and will not have an impact on the GPA
- Students cannot withdraw from a class once a letter grade has been earned