

ADD/DROP/WITHDRAW

For the full Add/Drop/Withdrawal (By Class) Policy, refer to the Academic Catalog (<https://catalog.dunwoody.edu/catalog-student-handbook/academic-policies/adddropwithdrawal-by-class/>).

See Best Practices in Attendance (<https://catalog.dunwoody.edu/faculty-handbook/students/best-practices-attendance/>) for guidelines on how to take attendance for late adds or students who wish to drop or withdraw from a course.

Add a Class

- Students may add a class without permission only within the first 5 days of the semester. Please direct students who want to add a class to the Registrar's Office or their Academic Advisor.
- Starting on the 6th day of the semester, students must obtain permission to add a class from the course instructor before contacting the Registrar's Office or Academic Advisor.
- All late-add students should be marked NR for course meetings or check-ins (in-person or online) that occurred prior to the addition of the course to their schedule.

Drop a Class

- Students may drop a class within the first 5 days of the semester
 - Student-initiated drops should be submitted by the student via my.dunwoody or by visiting the Registrar's Office.
- Faculty should never initiate a drop from their course. If a student does not attend or participate in a course during the first 5 days of the semester, or has not contacted you regarding an excused absence or late add, please contact your Dean or Director immediately.
 - Students may obtain refunds based on the last date of attendance or participation in their course, so accurate attendance is critical. Students who have notified you that they wish to drop your course should be marked Absent or Check-in-No until they have been dropped from your class. If you notice a student still has not been dropped from your class by day 10 of the semester, please follow up with your Dean or Director.

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 12. For non full-term courses, follow the information listed below.
 - 9 days for a 3 week course
 - Week 3 for a 4 week course
 - Week 6 for an 8 week course
- Please contact your dean or director if a student needs to be withdrawn from a course at any time during the appropriate withdrawal period.
 - Students may obtain refunds based on the last date of attendance or participation in their course, so accurate attendance is critical. Students who have notified you that they wish to withdraw from your course should be marked Absent or Check-in-No until they have been withdrawn. If you notice a student still has not been withdrawn from your class after you have notified your Dean or Director, please follow up with them immediately.

Modular Courses

Modular courses do not run the full semester. Please see the appropriate dates above, or contact your Dean or Director for guidance on Add/Drop or Withdraw for Modular Courses.

Online Courses

Online courses should include a first day activity with an attendance marking. The college recognizes that online asynchronous classes are measured in academic engagement instead of physical attendance. The Registrar's office may require clarification on a last date of academic engagement for students who drop or withdraw to determine the student's official last date of attendance. These are the items that constitute academic participation:

- Attending an in-person class session
- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students
- Submitting an academic assignment
- Taking an assessment or an exam
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction
- Participating in a study group, group project, or an online discussion that is assigned by the institution
- Interacting with an instructor about academic matters

Logging into (or checking into) a course alone does not constitute academic participation.

Arts & Sciences Courses

If a student requests or needs to be dropped or withdrawn from an Arts & Sciences course, the student's academic dean or director will complete the required documentation. The faculty of the Arts & Sciences will send any students of concern to Student Affairs at studentaffairs@dunwoody.edu, who will connect with the student's academic dean or director. The deans of the Arts & Sciences monitor students of concern and forward all students who are not succeeding with established intervention plans to their academic dean or director for revised interventions. It is the responsibility of the academic dean or director of the student's enrolled program to finalize a formal drop or withdraw from an Arts & Sciences course. This practice ensures that faculty advisors can address changes to academic planning in a timely manner.

Student Initiated Withdrawal from College

Students who want to withdraw from all classes must notify their Dean or Director, who will contact Student Affairs to follow up with the student. If full withdrawal remains what the student wants, Student Affairs will submit a Complete Withdrawal Form on behalf of the student.

Refunds

Please refer students to the Refunds (<https://catalog.dunwoody.edu/catalog-student-handbook/financial-aid-student-accounts/refunds/>) page in the Academic Catalog to see if they are eligible for a refund based on their date of last attendance for any dropped or withdrawn courses, or if they choose to fully withdraw from the College.