Add, Drop and Course Withdrawal
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Purpose
The purpose of this policy is to explain the official actions and processes (as well as consequences) regarding the adding or dropping of a course or withdrawing from a course at AUA. Note that different courses at AUA have different lengths and start dates. Within the following explanations, the "official date of instruction" refers to the first date of classes in general at AUA for the given semester or term. Also note that if students fail to withdraw from a course during the specified period, those students will receive an "F" (fail the course) if the course uses a letter grade evaluation or will receive an NP (No-Pass) for certain courses that don't use letter grades.

15-Week Courses – Fall & Spring Semesters

Action	*Process*
Adding or dropping a course.	Can be done up to the 7th calendar day of the official date of instruction, regardless of when the specific course begins.
Withdrawal with a grade of "W."	Done from the 8th through 50th calendar day of classes. Students must use the online form listed below.
Withdrawal on or after the 51st day of classes will result in a grade of "F."	

10-Week Courses

Action	*Process*
Adding or dropping a course.	Can be done up to the 5th calendar day of the official date of instruction, regardless of when the specific course begins.
Withdrawal with a grade of "W."	Done from the 6th through 21st day of the official date of instruction, regardless of when the specific course begins. Students must use the online form listed below.
Withdrawal on or after the 22nd day of classes will result in a grade of "F."	

8-Week Courses

Action	*Process*
Adding or dropping a course.	Can be done up to the 4th calendar day of the official date of instruction, regardless of when the specific course begins.
Withdrawal with a grade of "W."	Done from the 5th through 19th day of the official date of instruction, regardless of when the specific course begins. Students must use the online form listed below.
Withdrawal on or after the 20th day of classes will result in a grade of "F."	

5-Week Courses

Action	*Process*

Adding or dropping a course.	Can be done up to the 3rd calendar day of the official date of instruction, regardless of when the specific course begins.
Withdrawal with a grade of "W."	Done from the 4th day through the 12th day of the official date of instruction, regardless of when the specific course begins. Students must use the online form listed below.
Withdrawal on or after the 13th day of classes will result in a grade of "F."	

4-Week Courses

Action *Process*

Adding/Dropping a course.	Can be done up to the 3rd day of the official date of instruction, regardless of when the specific course begins.
Withdrawal with a grade of "W."	Done from the 4th day through the 9th day of the official date of instruction, regardless of when the specific course begins. Students must use the online form below.
Withdrawal on or after the 10th day of classes will result in a grade of "F."	

3-Week Courses

Action *Process*

Adding/Dropping a course.	Can be done up to the 2nd day of instruction.
Withdrawal with a grade of "W."	TDone from the 3rd day through the 8th day of the official date of instruction, regardless of when the specific course begins. Students must use the online form below.
Withdrawal on or after the 9th day of classes will result in a grade of "F."	

Notes: See the Registrar's Office for the add/drop deadlines of courses that meet for less than three weeks.

Day = calendar day.
Day ends at 23:59.

There may be financial consequences for dropping courses once the term has begun (after the add/drop period) depending on student status, course type, and other factors. See the Withdrawal and Readmission and the Residency and Graduate Continuous Enrollment policies/procedures for more information regarding tuition and financial aid. Additionally, you may consult with AUA's Office of Financial Aid or the Registrar for further clarification.

Students are responsible for academic work in courses they add regardless of when the course was added. Check with your instructor to ensure that you are able to accomplish all required assignments/evaluations within the remaining time of the course.

Related Documents

Withdraw from a Course with a W Form

Grade Policies

Tuition Refund

Withdrawal and Readmission Procedures

Residency and Graduate Continuous Enrollment