Adding and Dropping Courses—During the add/drop registration period each term, students may add or drop courses using GWeb. Students should check the Health Sciences Course Drop Refund Schedule website for a detailed listing of registration periods and refund schedule deadlines. After the add/drop registration period has ended, students who wish to add or drop a course must complete a Registration Transaction Form and petition and submit these forms with appropriate documentation to their academic advisor. Adding a course after the registration period requires the signature of the instructor or other authorized member of the department.

A course dropped during the add/drop registration period will not appear on the student's transcript. However, a course dropped after the add/drop registration period, but before the end of the withdrawal deadline will be assigned a notation of W (Authorized Withdrawal). Students should check the Health Sciences Course Drop Refund Schedule website for a detailed listing of withdrawal deadlines as deadlines for shorter length courses and summer terms may vary.

All charges for courses from which the student withdraws are subject to the refund policy listed under Fees and Financial Regulations in this Bulletin. Students can also check the Health Sciences Course Drop Refund Schedule website for a detailed listing of the refund policy. Students are not automatically dropped or withdrawn from academic courses. Failure to withdraw by these procedures can result in an extended financial obligation and the recording of a grade of F (Failure) or a notation of Z (Unauthorized Withdrawal).

Any student seeking to be dropped or withdrawn from a course after the established deadlines must submit a Petition Form, Registration Transaction Form, and appropriate supporting documentation before the last day of classes of the given semester. In the event of serious, extenuating circumstances, retroactive requests from prior semesters may be considered on a case-by-case basis.