

Add and Drop Periods

The Add and Drop Periods allow students to make changes to their class schedules. It is strongly recommended that students regularly work with their academic advisor in their major department or the Academic Success Center (<https://www.apu.edu/academic-success/>), and view their academic requirements at home.apu.edu (<https://home.apu.edu/>) by selecting the Academics menu item and then selecting Academic Requirements or Stellic, to ensure they are on track to meet degree requirements.

- The Add and Drop Periods begin on the first day of classes for each term (fall, spring, summer). The last days to add and drop for each term are separate dates, and are listed in the Undergraduate Academic Calendar (<https://www.apu.edu/calendar/academic/>). Be advised that the last day to add will precede the last day to drop by several days.
- Students may change their class schedules without penalty during the Add and Drop Periods, but should check with an academic advisor in their major department or the Academic Success Center to ensure that the changes do not affect progress toward their degree.
- It is the student's responsibility to officially drop a class and therefore the action must be student-initiated. The student must drop a class by the deadline to avoid financial obligation to the university or to avoid receiving an *F*, *FN*, or *W* grade. A student will owe tuition and fees for the class unless it is officially dropped by the Last Day to Drop a Class (see the Academic Calendar (<https://www.apu.edu/calendar/academic/>) for deadlines).
- Merely not attending a class does not automatically remove the class from a student's record. Students who do not initiate the drop, either through the Enrollment tab at home.apu.edu or through submission of an Enrollment Activity (<https://www.apu.edu/student-services/registration/#ugforms>) Form (<https://www.apu.edu/student-services/registration/#ugforms>), by the drop deadline jeopardize their academic record with the possibility of incurring an *FN* grade in a course and will be expected to meet tuition and fee obligations for the class.
- Students may make changes to their schedules online at home.apu.edu. To add a class that requires instructor permission, students must obtain a permission code from the instructor or academic department. Receiving a permission code does not automatically enroll a student in the class. Students may also elect to use the wait list to enroll in closed classes. Students receive an electronic notification if they have been added to a course through the wait list.
- Each student is responsible for reviewing and verifying the accuracy of their schedule before the end of the Add and Drop Periods. It is strongly recommended that every student keep a personal record of their schedule each semester. Classes missed during the Add and Drop Periods are considered "unexcused absences" and are subject to the class attendance regulation (<http://catalog.apu.edu/policies-procedures/undergraduate/attendance-regulation/>) policy as presented in this catalog, the Student Handbook (<https://www.apu.edu/student-handbook/>), and the course syllabus.
- A drop will not be permitted after the deadline, except in cases of extenuating circumstances—accident or major medical issues, serious personal or family problems, or military transfer. Valid documentation is required. An Enrollment Activity Form (<https://www.apu.edu/student-services/registration/#ugforms>) with valid documentation may be submitted to the Office of the Registrar (<https://www.apu.edu/student-services/registration/>) in the Student Services Center for evaluation. The dates of the extenuating circumstances substantiated by documentation must have occurred during the course's session and will determine the authorized drop action date. Without valid documentation, any drop request received after the deadline published in the Academic Calendar will be processed as a withdrawal. It is the student's responsibility to check with Student Financial Services (<https://www.apu.edu/student-services/finances/>) to determine how an approved late drop or withdrawal may affect his or her financial aid.