Adding and Dropping Classes

Students may add and drop classes without financial penalty until the Last Day to Register, Add/Drop Classes, or Submit Independent Study Proposals. Graduate and professional students may do this online at home.apu.edu or by submitting an Enrollment Activity Form (http://www.apu.edu/graduateprofessionalcenter/registrar/forms). Such changes may be made only during the dates listed in the Academic Calendar (http://apu.edu/calendar/academic). International students must obtain approval from the International Center (http://apu.edu/international) to add or drop a class. Following the deadline to drop a class, a student must withdraw according to policies and procedures as stated in the Withdrawal (http://catalog.apu.edu/graduateprofessional/academic-policies-procedures/withdrawal) section of this catalog.

A drop will not be permitted after the deadline, except in cases of extenuating circumstances due to accident or illness, serious personal or family problems, or military transfer. Valid documentation is required. An Enrollment Activity Form (http://www.apu.edu/graduateprofessionalcenter/registrar/forms) with valid documentation may be submitted to the registrar’s office in the Graduate and Professional Center (http://www.apu.edu/graduateprofessionalcenter) 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 (http://apu.edu/graduateprofessionalcenter/sfs) to determine how an approved late drop or withdrawal may affect his or her financial aid. Also see the Withdrawal (http://catalog.apu.edu/graduateprofessional/academic-policies-procedures/withdrawal) section of this catalog.