

# Instructor Drop Policy

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An instructor may drop a student from a course if the student has not attended the course by the second class meeting of the semester and has not informed the instructor of his/her intent to remain in the course. In the case of an online course, the instructor may drop a student if he/she fails to engage in any online course activities before the end of the Drop Period (<http://catalog.apu.edu/policies-procedures/undergraduate/registering-classes/add-drop-period/>). To drop a student from the course, the instructor emails the Student Services Center (<https://www.apu.edu/undergraduate-enrollment-services/>).

After the Drop Period, removal of a student from a course is considered a withdrawal. Withdrawals must be initiated by the student and follow the course withdrawal policy (<http://catalog.apu.edu/policies-procedures/undergraduate/withdrawal-from-courses/>) and procedure. At the completion of the term, instructors designate a letter grade of *F* in the course for any student who did not withdraw by the withdrawal date, or a letter grade of *FN* (Failure, Nonattending) for any student who did not attend or stopped attending the course. For each term, the deadline to withdraw from a course is listed in the Academic Calendars (<https://www.apu.edu/calendar/academic/>).

## Administrative Class Drop

Successful completion of course prerequisites is essential for enrollment in subsequent courses that require those prerequisites. Students who fail to pass a prerequisite course and are registered for the subsequent course should contact their academic advisor. A student-initiated drop of a course may be requested; if a student is advised to drop the course, and does not do so through the Enrollment tab at [home.apu.edu](https://home.apu.edu) (<https://home.apu.edu/>) or by submitting an Enrollment Activity Form (<https://www.apu.edu/student-services/registration/#ugforms>), the Office of the Registrar may administratively drop the student from the course at the request of the academic department.