



# California Health Sciences University

COLLEGE OF PHARMACY (COP)

## COURSE ADD/DROP AND COURSE WITHDRAWAL POLICY

### **I. PURPOSE**

The purpose of this policy is to provide a guideline for students to add, drop, or withdraw from elective courses. All core didactic courses are required. Students may not add or drop required courses during a semester. This policy pertains to elective courses only.

### **II. SCOPE**

This policy applies to students who requests to change an elective course after the initial elective course registration period completed by the Registrar's Office.

### **III. PROCEDURES**

Prior to the start of a semester, students are provided a form listing available elective course options from the Office of the Registrar. Students are registered for their elective course selection based on priority and seat availability.

Students may request to change their elective course registration by submitting an add/drop form to the Office of the Registrar without penalty up to the end of the first week ([5] five class days) of the semester. Students must obtain permission from the course instructor to change an elective course to their official registration during the add/drop period. During the second week of class, a student can request to add or drop an elective course only at the discretion of the course instructor without penalty. If a student drops an elective after the final add/drop period, a grade of withdrawal "W" will be recorded on the transcript.

Dropping of an elective course may change your enrollment status. This could affect financial aid and tuition charges. Students should consult with the Financial Aid Office prior to withdrawing a course to determine whether the withdrawal will impact their financial aid.

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- Policy Owner: Dean of COP
  - Effective Date: 5/04/2020
  - Approval by Provost Date: 5/05/2020