

Policies on Adding, Withdrawal from or Dropping a Course

Students may request to “drop” or to “withdraw” from a Course or Clerkship. Both situations (i.e., drop, withdrawal), require approval as described below.

Definitions:

- A “drop” from a course/clerkship means that there is no record of the course/clerkship on the student’s transcript.
- A “withdrawal” from a course/clerkship means that the course/clerkship is listed on the student’s transcript with a permanent grade of “W.”

A student is considered enrolled 28 days prior to the start of a course/clerkship. Once a student is enrolled in a course/clerkship, they must complete it.

To “drop”: The request must occur within the Drop period as specified by the registrar (before 28 days prior to the course/clerkship start date).

- In order to drop a course/clerkship within the 28-day window, the student must contact an Assistant Dean of Student Affairs (not the Course Director) with a specific rationale for why they are dropping the course/clerkship late.
- It is at the discretion of the Assistant Dean of Student Affairs after discussing it with the Course Director whether the student’s request will be approved.
- Lack of adherence to this policy, including making requests directly to Course Directors, will result in rejection of the request.
- A student may appeal a decision on their request to the Associate Dean of Student Life.

To “withdraw”: The appropriate Assistant Dean must recommend, and the Associate Dean for Student Life must approve after a discussion with the Course Director.

- The students must not be failing at the time of the request, AND
- The withdrawal must occur before the last 2 weeks of the Course or Clerkship.
- The Associate Dean for Student Life will notify the Student Promotions Committee of withdrawals from required Courses or Clerkships.
- Leaving a course/clerkship after being enrolled will result in a permanent grade of “W” (e.g., withdraw) on the transcript. In extreme circumstances, an Assistant Dean of Student Affairs may allow a student to “drop” the course/clerkship without a withdrawal being noted on the transcript.

To “add”: Students may add courses at any time up to 45 days from the start day of a course if there is space available. If the course is full, students will be added to a waitlist and notified if an opening becomes available. If a student wishes to add a course within the 45-day window, this will be considered only if there is space available and with approval from the Course Director for a late addition. Students should submit requests to an Assistant Dean of Student Life to start this process.