Student Services Manual (SSM)

SSM 201–03: Drop/Add/Swap of Classes

Effective: 8/15/1925                Revised: 7/1/2019

Purpose
To allow a student to drop classes and/or add classes to his or her current registration

Sources
University Registrar Services
Tuition Payment Office

Policy
Registered students may change their current semester schedules by:

1. dropping classes for which they are currently registered
2. adding classes for which they are not currently registered

or

3. swapping classes for which they are not currently registered

A student must obtain approval to add classes, if required by the college or department.

Dropping and adding classes must be accomplished within the specific time period indicated in the online University Registrar Services’ Semester Calendar.

Additional Fees/Refunds
Dropping, adding, or swapping classes may result in additional fees or refunds.

Additional Fees
Additional fees must be paid by the fee payment deadline, or if the drop/add/swap transaction is processed after the fee payment deadline, they must be paid by the end of the same business day.

Refunds
Business Services mails refunds to the student’s mailing address.

Procedure
To drop, add, or swap a class, a student must:

A student may remove a class from their current schedule by dropping/withdraw from it up until the appropriate deadline for that class. They can request a drop/withdraw from a class by signing into My ASU and clicking on the Registration link in their My Classes box and selecting Drop/Withdrawal. Please refer to the Tuition Refund Policy to
determine if dropping or withdrawing from classes will generate a tuition refund. The timing of when you make your request determines whether it is a drop or a withdraw.

Before the drop/add deadline:
A drop/withdraw request made prior to the drop/add deadline for your class will be considered a drop. A drop will remove the class from your current schedule with no record of your enrollment in the class on your official transcript.

After the drop/add deadline:
A drop/withdraw request made after the drop/add deadline for your class will be considered a withdraw. A withdraw will remove the class from your current schedule and will result in a grade of ‘W’ on your official transcript. The grade of ‘W’ has no impact on your GPA.

**Cross-Reference**
For information on registration, see SSM 201–01, “Registration for Classes—General Policy.”
For information on late drop/add, see SSM 201–05, “Registration and Drop/Add/Swap after the Published Deadline.”
For information on withdrawal from classes, see SSM 201–08, “Withdrawal from Classes—General Policy.”