

# Student Services Manual (SSM)

## SSM 201–03: Drop/Add/Swap of Classes

Effective: 8/15/1925

Revised: 11/1/2023

### Purpose

To allow a student to drop classes and/or add classes to their 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 or adding classes must be accomplished within the specific time period indicated on the ASU Academic Calendar.

### Additional Fees/Refunds

Dropping, swapping, or adding classes may result in additional fees or refunds.

#### Additional Fees

Additional fees must be paid by the fee payment deadline, or if the drop, swap, or add 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

A student may remove a class from their current schedule by dropping/withdrawing from it up until the appropriate deadline for that class. They can request a drop/withdrawal from a class by signing into My ASU , 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 withdrawal.

Before the drop deadline:

A drop/withdrawal request made before the class's drop deadline 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 deadline:

A drop/withdrawal request made after the drop deadline for your class will be considered a withdrawal. A withdrawal will remove the class from your current schedule and will result in a grade of 'W' on your official and unofficial 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."