

ADDING & DROPPING COURSES

Adding and dropping courses is governed by Davis Division Regulation 547 (<https://academicsenate.ucdavis.edu/bylaws-regulations/regulations/#547->).¹

Adding Courses

Students may add courses during Pass One, Pass Two, Open Hours, Open Registration and Schedule Adjustment. The last day to add courses using Schedule Builder (<https://my.ucdavis.edu/schedulebuilder/>) is by the end of the 12th day of instruction (<https://registrar.ucdavis.edu/calendar/web/quarter/>).

- To Late Add a course with a Permission to Add number (PTA), see the Late Actions webpage (<https://registrar.ucdavis.edu/registration/schedule-adjustments/late-actions/>).
- To Retroactively Add a course after the last day of instruction, see the Retroactive Actions webpage (<https://registrar.ucdavis.edu/records/retroactive/>).

Dropping Courses

Students may drop courses using Schedule Builder (<https://my.ucdavis.edu/schedulebuilder/>) during Pass One, Pass Two, Open Hours, Open Registration & Schedule Adjustment.

All courses are designated with either a 10-day or 20-day drop deadline displayed in the details view using Schedule Builder (<https://my.ucdavis.edu/schedulebuilder/>) or the Class Search Tool (<http://registrar-apps.ucdavis.edu/courses/search/>). Courses designated with a 10-day drop can be dropped without the permission of the college Dean's Office through the end of the 10th day of instruction (<https://registrar.ucdavis.edu/calendar/web/quarter/>). Similarly, courses designated with a 20-day drop can be dropped without the permission of the college Dean's Office through the end of the 20th day of instruction (<https://registrar.ucdavis.edu/calendar/web/quarter/>).

- To Late Drop a course with a Permission to Drop (PTD) number, see the Late Actions webpage (<https://registrar.ucdavis.edu/registration/schedule-adjustments/late-actions/>).
- To Retroactively drop a course after the last day of instruction, see the Retroactive Actions webpage (<https://registrar.ucdavis.edu/records/retroactive/>).

Note: Students who erroneously register for a 10-day drop course or are moved from the waitlist into a 10-day drop course after the drop deadline have a 72-hour grace period to contact the Office of the University Registrar (<https://registrar.ucdavis.edu/about/contact/>), to drop the course. This grace period is only for students who erroneously register or are added from the waitlist into a 10-day drop course after the 10th day of instruction.

Registered students or those added from a waitlist who do not attend or submit any work for a class will receive a failing grade and are financially liable for the registration. All students are responsible for reviewing their course schedule and should check and adjust their schedule accordingly during the designated registration and schedule adjustment periods.

¹ Davis Division Regulation 547

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547. Adding or Dropping a Course

(A) The deadline to drop a course is the twentieth day of instruction, except for courses that a department or program has noted in the Class Search Tool to have a ten-day drop deadline. The deadline to add a course is the twelfth day of instruction. Courses may be added or dropped at any time before these dates by any method mutually agreed upon by the Registrar and the Chair of the Davis Division of the Academic Senate. (Am. 5/27/93; Eff. 9/1/93; Am. 6/8/98; Eff. 9/1/99)

(B) At any time after the add deadline and before the close of business on the last day of instruction for the term, or, for summer sessions (excluding special session) the close of business on the last day of instruction in the fifth week of the session, approval to add a course may be granted upon petition by the student and certification by the appropriate authority. Approval of such petitions may be granted only in cases where substantial evidence indicates that the student did attempt to add the course prior to the deadline, but was prevented from doing so by clerical error or other situation beyond the student's control. The petition must be approved by the appropriate dean and, in addition, by the appropriate committee of the faculty of the student's college or school or the appropriate subcommittee of the Graduate Council. The faculty committee may authorize an administrative officer to act on its behalf, but at least once each quarter the committee should receive and review a summary of the actions taken in its name. (Am. 9/1/2013)

(C) At any time after the drop deadline and before the close of business on the last day of instruction for the term, or, for summer sessions (excluding special session) the close of business on the last day of instruction in the fifth week of the session, approval may be granted upon petition by the student and certification by an appropriate authority that, due to unexpected circumstances beyond the student's control, one or more courses should be dropped. The circumstances may include illness, serious personal problems, an accident, a death in the immediate family, a large and necessary increase in working hours, or other situations deemed to be of equal gravity. The petition must be approved by the appropriate dean and, in addition, by the appropriate committee of the faculty of the student's college or school or the appropriate subcommittee of the Graduate Council. The faculty committee may authorize an administrative officer to act on its behalf, but at least once each quarter the committee should receive and review a summary of the actions taken in its name. An undergraduate student is permitted to drop a course subsequent to the drop deadline even if doing so would reduce that student's study list below 12 units, but such a student no longer can be certified as a full-time student. (Am. 9/1/2013)

(D) To drop a course or withdraw from the University after close of business on the last day of instruction for the term, or, for summer sessions (excluding special session) the close of business on the last day of instruction in the fifth week of the session, the student or an appropriate faculty member must submit a petition to the Davis Division Grade Changes Committee or, for professional faculty or students in professional courses in their own professional schools, to the grade change committee of that school. Approval will be granted only in the most unusual circumstances and only in those cases where it is clear that by not approving the petition the student would be treated unfairly. (Am. 9/1/2013)