

501 ADDING AND DROPPING COURSES AND WITHDRAWAL [En 5/27/80, Rt by Assembly 3/11/81, Am 3/2/82, Rt by Assembly 5/26/82, Am 6/6/17]

- A) A student may add a course before the end of the second week of instruction of a quarter, and with the approval of the instructor and department add a course to the class list before the end of the final week of instruction. [Am 5/25/10, Am 6/6/17]
- B) Except as provided in paragraph (D), an undergraduate student may drop a course before the end of the sixth week of instruction. Except as provided in paragraph (D), a graduate student may drop a course before the end of the ninth week of instruction. [Am 6/6/17]
- 1) A course dropped before the end of the fourth week of instruction will not be entered on the student's transcript.
 - 2) If a student drops a course after the end of the fourth week of instruction, unless permitted to do so by paragraph (D)(1), the Registrar shall assign a final grade of W to the student for that course. [Am 6/6/17]
 - a) A service member called to compulsory U.S. military service may withdraw from any course at any time during the quarter without a W grade in the course. [En 6/3/25]
 - 3) An undergraduate student may not drop a course after the end of the sixth week of instruction unless permitted to do so by paragraph (D)(1) or by petition for emergency reasons before the end of the tenth week of instruction except in the case of compulsory U.S. military service. A graduate student may not drop a course after the end of the ninth week of instruction unless permitted to do so by paragraph D(1) or by petition for emergency reasons before the end of the tenth week of instruction except in the case of compulsory U.S. military service. For such petitions, approval may be granted by an appropriate authority. The petition must be supported by the instructor of record and approved by the appropriate Provost for undergraduate students or by the Dean of the Graduate Division for graduate students. [Am 6/6/17, Am 6/3/25]
 - 4) With the approval of the Educational Policy Committee, a laboratory course may require an early drop deadline. A student must drop by the end of the second laboratory session to prevent having the course appear on the student's transcript. For laboratory courses that receive approval for an early drop deadline, the Registrar shall assign a final grade of W if a student drops the course after the second laboratory session. [En 6/6/17]
- C) A student may withdraw from the University before the end of the sixth week of instruction of a quarter. [Am 6/6/17]
- 1) If a student withdraws before the end of the fourth week of instruction, no course entries will appear on the student's transcript for that quarter unless such entries are required by paragraph (D).
 - 2) If a student withdraws after the end of the fourth week of instruction, the Registrar will assign a final grade of W to the student for each course in which the student was enrolled after the end of the fourth week of instruction unless a different grade is required by the provisions of paragraph (D). [Am 6/6/17]

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- a) A service member called to compulsory U.S. military service may withdraw from the University at any time during the quarter without W grades in courses. [En 6/3/25]
 - 3) An undergraduate student may not withdraw from the University after the end of the sixth week of instruction unless permitted to do so by petition for emergency reasons before the end of the tenth week of instruction except in the case of compulsory U.S. military service. A graduate student may not withdraw from the University after the end of the ninth week of instruction unless permitted to do so by petition for emergency reasons before the end of the tenth week of instruction except in the case of compulsory U.S. military service. For such petitions, approval may be granted by an appropriate authority. The petition must be supported by each instructor of record and approved by the appropriate Provost for undergraduate students or by the Dean of the Graduate Division for graduate students. [En 6/6/17, Am 6/3/25]
- D)
- 1) A student who is charged with academic dishonesty in a course may not drop it before the final decision is rendered in the case in accordance with the UCSD Policy on Integrity of Scholarship. If the charges are not sustained, the student may either complete the course, and where appropriate change to P/NP or S/U grading, or drop the course; and if the student drops the course it shall not be listed on their transcript. [EC 6/3/25]
 - 2) The withdrawal of a student from the University shall not prevent the permanent entry on their transcript of grades assigned in accordance with the UCSD Policy on Integrity of Scholarship. [EC 6/3/25]