

Add, Drop and Course Withdrawal

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American University of Armenia

Policy for Publication

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*Spring 2020 Executive Decision. Note to policy: Students enrolled in Spring 2020 may withdraw from courses ending May 8 or take a short-term or permanent withdrawal by notifying the University by 23:55 on May 8 with no necessary additional approvals. Course withdrawals may be requested on im.aua.am. All course withdrawals made by 23:55 on May 8 will be considered a W. Short-term or permanent withdrawals may be requested by downloading the required form from <https://registrar.aua.am/forms-2/>, completing the form, and submitting it to registrar@aua.am with a copy to the student's program chair. **Students are strongly encouraged to consider all implications before withdrawing from a course. Students are strongly encouraged to speak with their program chair before withdrawing from a course or the semester.***

15-Week Courses – Fall & Spring Semesters

Adding or dropping a course	Through the 7th calendar day of classes regardless of when the specific course begins
Withdrawal with a grade of "W" for all undergraduate and graduate students.	The 8 th day through the 50 th calendar day of classes
Withdrawal with a grade of "F" for all undergraduate and graduate students.	The 51 st day through the last calendar day of classes

10-Week Courses

Adding/Dropping a course	Through the 7th calendar day of classes regardless of when the specific course begins
Withdrawal with a grade of "W" for all undergraduate and graduate students.	The 8th day through the 23 rd day of classes regardless of when the specific course begins
Withdrawal with a grade of "F" for all undergraduate and graduate students.	The 24th day through the last day of classes regardless of when the specific course begins

8-Week Courses

Adding/Dropping a course	Through the 5th day of classes regardless of when the specific course begins
Withdrawal with a grade of "W" for all undergraduate and graduate students.	The 5th day through the 19th day of classes regardless of when the specific course begins
Withdrawal with a grade of "F" for all undergraduate and graduate students.	The 20 st day through the last day of classes regardless of when the specific course begins

5-Week Courses

Adding/Dropping a course	Through the 3 rd day of classes regardless of when the specific course begins
Withdrawal with a grade of "W" for all undergraduate and graduate students.	The 4th day through the 12th day of classes regardless of when the specific course begins
Withdrawal with a grade of "F" for all undergraduate and graduate students.	The 13th day through the last day of classes regardless of when the specific course begins

4-Week Courses

Adding/Dropping a course	Through the 3rd day of classes regardless of when the specific course begins
Withdrawal with a grade of "W" for all undergraduate and graduate students.	The 4th day through the 9th day of classes regardless of when the specific course begins
Withdrawal with a grade of "F" for all undergraduate and graduate students.	The 10th day through the last day of classes regardless of when the specific course begins

3-Week Courses

Adding/Dropping a course	Through the 2nd day of instruction
Withdrawal with a grade of "W" for all undergraduate and graduate students.	The 3rd day through the 8th day of classes regardless of when the specific course begins
Withdrawal with a grade of "F" for all undergraduate and graduate students.	The 9th day through the last day of classes regardless of when the specific course begins

Notes:

For courses that meet for less than three weeks, see the Registrar's Office for add/drop deadlines.

Day= calendar day.
Day ends at 23:59.

There may be a financial consequences for dropping courses once the term has begun. See the *Withdrawal and Readmission* procedures for more information.

Students are responsible for academic work in courses they add regardless of when the courses are added.

Related Documents

Grade Policies

Tuition Refund

Withdrawal and Readmission Procedures