The Medical College of Georgia
Office of Academic Affairs

Deadlines for Dropping a Course Policy

Dropping a course:

Students may drop a course without penalty any time prior to 30 days before the start for all electives and 60 days before the start for required courses by appropriately submitting the Drop request through the standard Drop/Add system. After this deadline, students may drop courses without penalty only if the drop is approved by the Clerkship Change Committee as well leadership from the regional campus if the course takes place on a regional campus. If these conditions are not met, dropping a course after this deadline will result in a "W" (withdraw) on the student's transcript and the student may not be allowed to sign up for any other course during that month.

Dropping a Continuous Curriculum Elective:

Some electives deliver instruction over a period longer than two/four weeks but must be registered for specific block on a student's schedule even though instruction may begin before or end after the dates of the block in which the course is registered. Unless the curriculum office has granted an exemption, dropping one of these courses after September 1 of the academic year in which the course is scheduled will result in a "W" (withdraw) on the student's transcript and the student may not be allowed to sign up for any other course during that month.

Adding a Course:

Courses may be added to a student's schedule at any time up to the beginning of the course as long as the student has an open month and has obtained approval from the appropriate department or institution.

Gaining approval from the department and/or institution may involve verifying that there is sufficient room in the course, receiving permission from the sponsoring faculty, and completing all necessary paperwork and credentialling for the course in a timely fashion (including anything required by the hosting facility).