



The Medical College of Georgia Office of Academic Affairs

Approved on: May 1, 2018
Effective on: immediately
Last Approval/Revision: September 2, 2025
Expires: March 1, 2026

Applicable to: all students
Approved by: COC
Category: Electives

Deadlines for Dropping a Course Policy

Dropping a course:

Students may drop a course without penalty any time prior to 3 weeks (for all Augusta based and most regional campus courses) or 6 weeks (for selected regional campus courses) from the start date of that course by appropriately submitting the designated Schedule Change Form. Unless the curriculum office has granted an exemption, 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 credentialing for the course in a timely fashion (including anything required by the hosting facility).