DROP POLICY

FULL-TERM CLASSES ONLY
To receive a refund of fees (or to reverse charges for a class, if you haven’t paid):
- Drop your full-term class by the refund deadline posted in the Schedule of Classes or Academic Calendar.
- If you drop after the refund deadline, you will be responsible for the fees, even if you don’t attend the class.

To avoid a “W” Grade on your transcript:
- Drop your full-term class by the deadline posted in the Schedule of Classes.
- A drop after the deadline date will result in a “W” grade and the entry is permanent.

Last day to drop for the semester (resulting in a “W” grade):
- Drop your full-term class by the deadline posted in the Schedule of Classes.
- After the deadline passes, you can no longer drop the class and the instructor is required to issue you a final grade at the end of the semester.
- To avoid a substandard grade that affects your GPA, drop by the deadline date posted in the Schedule of Classes.

To drop a class:
- Log into the MyChaffey Portal at www.my.chaffey.edu and select the Register/Add/Drop link.
- If you have a restriction on your account: You must drop your class in person in the Admissions and Records Office by the appropriate deadline.

FAST-TRACK AND LATE START CLASSES
To receive a refund of fees (or to reverse charges for a class, if you haven’t paid):
- Drop your class by the refund deadline indicated on your registration receipt.
- If you drop after the refund deadline, you will still be responsible for the fees, even if you don’t attend the class.

To avoid a “W” Grade:
- Drop your class before by the drop deadline indicated on your Registration Receipt.
- A drop after the deadline date will result in a “W” grade and the entry is permanent.

Last day to drop for the semester (resulting in a “W” grade):
- Drop your class by the drop with a “W” deadline date indicated on your registration receipt.
- After the deadline date passes, you can no longer drop the class and the instructor is required to issue you a final grade at the end of the class.
- To avoid a substandard grade that affects your GPA, drop by the deadline date.

To drop a class:
- Log into the MyChaffey Portal and select the Register/Add/Drop link.

If you have a restriction on your account:
- You must drop your class in person in the Admissions and Records Office by the appropriate deadline.

PLEASE NOTE: The Admissions and Records Office cannot extend the Last Day to Drop.