

## **ISSUE: I want to drop a class.**

**Step 1:** Review the *Course Drop Policy* below to determine your eligibility.

**Step 2:** Submit a request to drop a course through the Student Support ticket system.

[Click here to submit a ticket](#)

**Step 3:** To formally drop a course, you must submit a “Course Add/Drop” Form. After submitting a ticket through Student Support requesting a course drop, a counselor will email you a Course Add/Drop Form to complete.

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### **COURSE DROP POLICY**

- **Asynchronous Courses:** During the first 7-days of a student's enrollment into a Self-Paced course, students retain the right to drop and/or change a course without financial or academic penalty. Students must submit official documentation of this request on the WA Online website for this procedure to apply to the request.
- **Synchronous Courses:** Once the first synchronous meeting is completed for the course, the student may not drop the course without incurring a financial or academic penalty.

