



**Chaffey College**  
**Admissions & Records Office**

## **DROP POLICY**

**Full-term Classes** – refer to the published deadline dates in the Schedule of Classes or Academic Calendar

**Fast-Track and Late Start Classes** – refer to the deadline dates printed on your Registration Receipt

**To receive a refund of fees** (or to reverse charges for a class, if you haven't yet paid), drop your full-term class on or before the Refund Deadline.

- 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 on or before the Deadline to Drop w/out a "W".

- A drop after the deadline will result in "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 to Drop with a "W".

- After the deadline passes, the class can no longer be dropped and the instructor will be required to issue a final grade at the end of the semester. Be sure to drop on or before the deadline to avoid a substandard grade that will affect your GPA.

**To Drop A Class:**

- Log in to the MyChaffey portal and select 'Register/Add/Drop Classes' under the Self-Service QuickLinks.

**If you have a restriction on your account:**

- You must drop your class in person in the Admissions & Records Office on any Chaffey campus before the appropriate deadline.

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