ENROLLMENT
You may not take less than 12 units (minimum to be a full-time student) or more than 16 units of coursework without prior approval from your academic department. Students who need to reduce their course load below 12 units should contact the Anteater Leadership Academy (ALA) Advisor in the case of extenuating circumstances.

IMPORTANT DEADLINES
- Deadline to Add a Class: 2nd week of instruction, Friday at 5pm
- Deadline to Drop a Class: 2nd week of instruction, Friday at 5pm
- Deadline to pay Winter 2018 fees: December 15, 2017
- Deadline to pay Spring 2018 fees: March 15, 2018

These are strict deadlines. For all drops, the professor's signature and academic departmental approval is required. Submit the signed Anteater Leadership Course Drop Request Form to the Anteater Leadership Student Services Office before 5 p.m. the Friday of the second week of the quarter. If you do not officially drop from a class, you will receive a failing grade.

GRADES
Final grades can be viewed by accessing your ALA portal.

Course grades assigned by your instructors are final, with the exception of Incomplete (I) grades. Once final grades are submitted, you cannot negotiate grade changes. An instructor may request a change of grade only when a computational or procedural error occurred. A grade may not be changed or revised as a result of re-evaluation of student work, student re-examination, or the submission of additional student work after the end of the course. ALA considers grades to be a matter of academic judgment on the part of the instructor. Please direct any grade inquiries to the ALA office.
EXCEPTIONS PAST DEADLINES

Changes to student schedules after the deadlines are extremely rare. If you have personal or academic difficulties during the quarter, please contact the ALA academic advisor as soon as possible to review your options.

If you have extenuating circumstances that is beyond your control, you may submit a formal written petition with supporting documentation for an Exceptional Change of Schedule. These items must be submitted to the ALA Office or via email to anteaterleader@ce.uci.edu. The petition will be evaluated by a committee, and you will be informed of the decision via email.

Note: Extenuating circumstances do not include:
• not needing or wanting a class
• not doing well in a class
• not knowing you were still enrolled in a class
• not knowing the deadline or procedure for changing your schedule
• forgetting to make an intended change
• not knowing how well you were doing by the deadline
• having too heavy a course load
• wishing to improve your GPA

STUDENT CONDUCT

UC Irvine takes student conduct seriously. Suspicions or allegations of academic dishonesty must be reported to the ALA program staff and may result in serious academic consequences.

Certain offenses may be referred to the Office of Academic Integrity and Student Conduct for review and further adjudication. All cases of academic misconduct are reported to the Center for Student Conduct for the purpose of recordkeeping.

PROGRAM WITHDRAWAL

On occasion, UC Irvine students need to withdraw from the University for various personal or medical reasons. If you think you may need to withdraw during the next year in ALA, you are required to meet with an ALA advisor to discuss your situation as soon as possible. We are happy to help you through this process.

If you stop attending classes without formally withdrawing, you should expect to receive an F or NP in all of your courses, and your ALA account will continue to be billed.

The final deadline to withdraw is the last day of instruction (Friday of 10th week) at 4pm.