

# DROPS AND WITHDRAWALS

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## Dropping a Course

A course drop occurs when a student notifies the institution they wish to cease enrollment in one or more courses while remaining enrolled in at least one course at the institution during the same semester. A student who wishes to drop a course(s) must submit a completed *Drop Request Form* to the Office of the Registrar. The effective course drop date is the date the form is received by the Office of the Registrar. A student who drops a course(s) after census date and on or prior to the last date to drop course(s) will receive a grade of Q. A student who ceases participation in a course(s) but fails to officially drop prior to the last date to drop a course will be assigned a grade by the instructor of record. The official census date and the last date to drop a course(s) are listed in the chart below and are available on the university calendar.

## Withdrawal from the University

An official withdrawal occurs when a student notifies the institution they wish to cease enrollment in all courses during a specific semester.

A student who wishes to withdraw must submit a completed *Official Withdrawal Request Form* to the Office of the Registrar. The effective date of the withdrawal is the date the form is received by the Office of the Registrar. A student who withdraws after census date or on or prior to the last date to withdraw will receive a grade of W in all courses. A student who withdraws after the last date to withdraw with a W grade will receive a WF grade for all courses. A student receiving a WF grade may appeal to the instructor for a change of grade to a W if he/she was passing at the time of the withdrawal. Students who cease participation in all courses but fail to officially withdraw will be assigned a grade by the respective instructor of record. The official census date and the last date to withdraw with a W are listed in the chart below and are available on the university calendar.

Pre-Defined Table Census Chart

Length of Class in Weeks	Official Census Date	Last Date to Drop or Withdraw with a "Q" or "W"
3 weeks	Second class day	Friday of second week
4 or 5 week	Fourth class day	Friday of third week
6, 7, or 8 weeks	Sixth class day	Friday of fourth week
9, 10, or 11 weeks	Seventh class day	Friday of seventh week
12, 13, or 14 weeks	Ninth class day	Friday of tenth week
15 - 16 weeks	Twelfth class day	Friday of eleventh week