

DROPS AND WITHDRAWALS

Dropping a Course

A course drop occurs when a student withdraws from one or more courses but remains enrolled in at least one course during the same semester. To drop a course, students must submit a completed Drop Request Form to the Records and Admissions Office. The official drop date is the date the form is received by the office.

- Students who drop a course after the census date but on or before the last date to drop will receive a grade of Q.
- Students who stop participating in a course but do not officially drop before the deadline will receive a grade assigned by the instructor of record.

Faculty cannot drop students—this is the student's responsibility. Deadlines for dropping courses are published in the Academic Calendar. Failure to drop a course properly may result in an F, which can impact financial aid and veterans' educational benefits.

Withdrawal from the University

An official withdrawal occurs when a student withdraws from all courses for a given semester. To officially withdraw, students must submit a completed Official Withdrawal Request Form to the Records and Admissions Office. The withdrawal is effective on the date the form is received.

- Students who withdraw after the census date but on or before the last date to withdraw will receive a grade of W in all courses.
- Students who withdraw after the last withdrawal deadline will receive a WF grade in all courses.
- Students who receive a WF may appeal to their instructor to change it to a W if they were passing at the time of withdrawal.
- Students who stop participating in all courses but fail to officially withdraw will receive grades assigned by their instructors.

Official census dates and withdrawal deadlines are listed below and available on the Academic Calendar.

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 weeks	Fourth class day	Friday of third week
6, 7, or 8 weeks	Sixth class day	Friday of sixth 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
