

DROPS AND WITHDRAWALS

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 Registrar's Office. The effective course drop date is the date the form is received by the Registrar's Office. A student who drops a course(s) after census date and on or prior to the last date to drop or withdraw with a "Q" or "W" 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 Academic Calendar.

Faculty cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed and submitted. Should the student miss the deadline or fail to follow the procedure, the course will be assigned a grade by the instructor. Failure to earn a passing grade or dropping course(s) may affect your financial aid and/or veterans education benefits.

Undergraduate students are limited to the number of courses they may drop in their undergraduate academic career. Please refer to Undergraduate Funding Limit and 3-Peat Rules for information on the 6-Drop Limit for information and exclusions. Withdrawals from the university do not count towards the 6-Drop Limit.

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 Registrar's Office. The effective date of the withdrawal is the date the form is received by the Registrar's Office.

Faculty will be required to submit a "last date of attendance", which will be the last date of class participation. A student who withdraws after census date and on or prior to the last date to drop with a "Q" or "W" will receive a grade of W in all courses. A student who withdraws after the last date to drop or withdraw with a "Q" or "W" 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 drop or withdraw with a "Q" or "W" are listed in the chart below and are available on the Academic Calendar. Students who withdraw from the university, but plan on attending the subsequent long semester, should indicate their intent on the withdrawal form or complete an Undergraduate Reactivation Form or a Graduate Reactivation Form for the subsequent semester. Students who wish to return after the subsequent long semester will be required to reapply for admission. Please refer to the "Readmission" section for additional information.

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