POLICY: Schedule Adjustments – Drop, Add, Withdrawal

A. Purpose & Scope:
   To describe the process and procedure for making an adjustment or a withdrawal to an academic course schedule.

B. Definition(s):
   Drop – removing a course from a student’s schedule during the first week of week of fall or spring semester.
   Withdrawal – removing a course from a student’s schedule during weeks two through ten of the fall or spring semester.

C. Policy:
   All schedule adjustments are governed by the following regulations.
   • Prior to making schedule adjustments, a student should consult with his or her academic advisor to discuss how the adjustment will affect his or her academic progress.
   • Class schedules may be changed during the add/drop period.
   • Courses may be added during the first week of classes during the Fall and Spring semesters and during the first day of a summer term. Adding a course may require the signature of the instructor, department chair, and/or college dean.
   • No student is permitted to withdraw from a course: during the last three weeks of a semester; during the last two weeks of a five-week summer term; or during the last three weeks of a ten-week summer term.
   • Ceasing to attend class does not constitute official withdrawal. Students must officially withdraw from the course.
   • Students who withdraw from a course up to the end of the tenth week of a semester will receive a grade of W. Leaving a course without officially withdrawing may result in the assignment of an F grade by the professor. If the professor does not assign a grade, the designation of UW (unauthorized withdrawal) will be assigned by the Registrar.
   • Students who fall below full-time (less than 12 credits) or to less than half-time (less than six credits) should contact the Financial Aid Office prior to completing the drop or withdrawal.

D. Procedure(s):

E. Effective date: 2005-2006 Undergraduate Catalog
   Updated date: August 15, 2010
   Amended Date: