



California University of Pennsylvania

Graduate School POLICY: Schedule Adjustments – Drop, Add, Withdrawal

A. Purpose & Scope

To describe the process of making an adjustment or a withdrawal to an academic course schedule.

B. Definition(s)

Drop – removing a course from a student’s schedule before the end of the drop/add period of a Fall or Spring semester or before the end of the first day of a Summer or Winter term.

Drop/Add Period – The drop/add period runs from the first day to the eighth calendar day of a semester/term, excluding holidays and when the University is closed due to extenuating circumstances. These periods are converted to percentages and apply to nontraditional semesters. The drop/add period covers 8.57% of the course.

Withdrawal – removing a course from a student’s schedule after the drop period of a Fall or Spring semester through 67% of the course; usually the tenth week in a 15-week course. This results in a grade of W.

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 drop/add period.
- Courses may be added during the drop/add period during the Fall and Spring semesters and during the first day of a Summer or Winter term. Adding a course may require the signature of the instructor, department chair, and/or graduate school dean.
- No student is permitted to withdraw from a 15 week course during the last five weeks of a Fall or Spring semester. For special session courses in Fall or Spring and Summer or Winter terms, a student cannot withdraw after 67% of the class has passed.
- **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.
- Prior to making schedule adjustments, a student should consult with the Office of Student Accounts and Financial Aid to discuss how any changes could affect their bill or financial aid. Graduate students who

fall below full-time status (less than 9 credits) could negatively impact their financial aid, health insurance, or other financial-related factors.

D. Procedure(s)

E. Effective Date: 2005-2006 Graduate Catalog

Updated Date: January 28, 2014

Amended Date: