

Dropping a Course/Withdrawing from a Course

Students must secure written permission from their faculty advisor and the course professor and return the Drop Form to the Registrar before dropping a course, during the Drop period of each semester. Students in Online Programs choosing to withdraw from a course must do so before the end of the sixth week of a sub-term.

Usually, a student may withdraw from a course no later than one week after mid-term grades are reported during the semester or summer session. Students withdrawing from a course within the deadline period will receive a grade of "W." If extenuating circumstances exist as determined by the Vice President of Academic Affairs (or his/her designee) to warrant withdrawing from a course after the deadline, a grade of "W" or "WF" will be issued by the instructor of record. Neither a grade of "W" or "WF" affect GPA. Failure to follow this procedure may result in the penalty grade of "F" or "AW" for the course.

Students with unresolved Academic Integrity or Code of Conduct violations cannot withdraw from the course until a final determination of the charges has been completed.

Necessary forms may be obtained from the Office of the Registrar or via Wolf Den.