## Dropping/Adding/Withdrawing Policy (effective Fall 2017)

Any changes in registration must be approved by an academic advisor who submits a drop/add form **before or during the first two weeks of the semester (Friday of the second week is defined as the last date to drop a course)**. Classes dropped during the drop/add period are removed from the student's transcript.

After the drop/add period (begins with Saturday of the second week of the semester), a student may withdraw from classes through the final withdrawal date of each session (week six of the “A” or “B” sessions) or semester or week thirteen of the 15-week semester) by contacting his or her academic advisor. A withdrawal form can be processed **after the second week of the semester**. Financial penalties apply (refer to the Financial Aid section of the catalog for percentage refunds by date). If a student withdraws from a class after drop/add period has ended, the course remains on the transcript and a grade of "W" (Withdrawal) will be recorded. A student who leaves the University during a semester or stops attending class without officially withdrawing will receive a failed grade (E) from the instructor of the course(s) in question. “W” grades may affect the student's future eligibility for financial aid.

Students may add courses during the first week of a semester/session; however, instructor approval is required to add a course during the second week of drop/add period.

**Refund Policy for 2017-18 (effective Fall 2017)**

Week One 100% Refund (Drop/Add Period)

Week Two 100% Refund (Drop/Add Period)

Week Three 75% Refund

Week Four 50% Refund

Week Five 25% Refund

Week Six through Fifteen 0% Refund (no refund)