

Dropping/Adding/Withdrawing Policy (effective Spring 2018)



Dropping/Adding

Any changes in registration must be approved by an academic advisor who submits a drop/add form. Classes dropped during the drop/add period are removed from the student's transcript.

Drop/Add applies as follows to 7 week and 15 week classes:

Type of class:	Drop/Add period	Deadline
15 week classes 7 week "A" classes	ADD: prior to the first two weeks of the semester (NOTE: instructor permission is required to add a course after the first week). DROP: before or during the first two weeks of the semester	By 5:00 pm on Friday of second week
7 week "B" classes	ADD/DROP: prior to the first week of class ONLY for students who: <ul style="list-style-type: none">Started as a new student in the "B" sessionContinuing student with no "A" classes Note: Withdrawals for this group of students will be processed starting with the first week of the B-session.	By 5:00 pm on Friday prior to the start of the session

Withdrawing

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.

Type of class:	Withdrawal period	Deadline
15 week classes	From Monday (includes requests for withdrawal submitted on the previous Saturday and Sunday) of Week 3 through Friday of Week 13 of the semester. NOTE: A "W" is recorded on the transcript. After Week 13, the grade earned in the course is recorded on the transcript.	By 5:00 p.m. on Friday of Week 13
7 week "A" classes 7 week "B" classes	From Monday of Week 3 (includes requests for withdrawals submitted on the previous Saturday and Sunday) through Friday of Week 6 of the session. NOTE: A "W" is recorded on the transcript. After Week 6, the grade earned in the course is recorded on the transcript.	By 5:00 pm on Friday of Week 6

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.

Refund Policy for 2017-18 – 15 week semester (effective Spring 2018)

Week One	100% Refund (Drop/Add Period)
Week Two	100% Refund (Drop/Add Period)
Week Three	50% Refund
Week Four through Fifteen	0% Refund (no refund)

Refund Policy for 2017-18 – "A" 7 week session (effective Spring 2018)

Week One	100% Refund (Drop/Add Period)
Week Two	100% Refund (Drop/Add Period)
Week Three	50% Refund
Week Four through Fifteen	0% Refund (no refund)

Refund Policy for 2017-18 – "B" 7 week sessions (effective Spring 2018)

Prior to start of session	100% Refund (Drop/Add Period)
Week One	75% Refund
Week Two	50% Refund
Week Three through Seven	0% Refund (no refund)