## Cleary Official Seal-4cDropping/Adding/Withdrawing Policy (effective Fall 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 8 week and 15 week classes:

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| --- | --- | --- |
| **Type of class:** | **Drop/Add period** | **Deadline** |
| 15 week classesSession “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 |
| Session “B” classes | ADD/DROP: prior to the first week of class ONLY for students who: * Started as a new student in the “B” session
* Continuing 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 seven of the “A” or “B” sessions) or semester or week thirteen of the 15-week semester) by contacting his or her academic advisor.

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| **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 |
| Session “A” classesSession “B” classes | From Monday of Week 3 (includes requests for withdrawals submitted on the previous Saturday and Sunday) through Friday of Week 7 of the session. **NOTE: A “W” is recorded on the transcript. After Week 7, 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 2018-19 – 15 week semester

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 2018-19 – “A” 8 week session

Week One 100% Refund (Drop/Add Period)

Week Two 100% Refund (Drop/Add Period)

Week Three 50% Refund

Week Four through Eight 0% Refund (no refund)

## Refund Policy for 2018-19 – “B” 8 week sessions

Prior to start of session 100% Refund (Drop/Add Period)

Week One 75% Refund

Week Two 50% Refund

Week Three through Eight 0% Refund (no refund)