Drop/Add/Withdraw Policy

Add Policy

Students may add classes through the first academic week of any academic term, with the exception of summer, a student may add without instructor permission the first two days, and with instructor permission only, the third and fourth day of any 5 week term. All other terms have the first academic week to add.

Drop/Withdraw Policy

Students, who drop any class through the first week of any academic term except summer, will not be charged for that class. However, students only have the first two days of any 5 week summer term to drop without being charged tuition for that class. Drop and add fees will start the first day of the term.

In addition to the drop policy stated above, classes dropped the first week of the term, with the exception of the 5 week summer term, will not appear on the transcript. Starting the third day of any 5 week term, any class dropped will appear on transcript.

Last day to drop a class or withdraw are as follows:
16 Week Class – through the end of the 14th week
12 Week Class – through the end of the 10th week
10 Week Class – through the end of the 8th week
8 Week Class – through the 6th week
5 Week Class – through the 4th week

Students may not withdraw from a course they are failing due to a violation of the Academic Integrity Policy.

Dropping all classes does constitute an official withdrawal from the University.

It is the responsibility of the student to complete all schedule changes with the Office of the Registrar. Schedule changes may not be completed by faculty member, by phone, or by proxy.