

OFFICE OF THE REGISTRAR**DROP/WITHDRAW POLICY**
Effective Spring 2016*Drop/Withdraw Policy*

Students who drop any class through the first week of a semester or first two days of a summer term will not be charged for the course. Courses dropped during this time will not appear on the transcript. Any course dropped after this time period will appear on the transcript with a “W” grade. Drop fees are charged beginning on the first day of any term.

The last day to drop a class or withdraw is as follows:

- 16-week class – through the end of the 11th week
- 10-week class – through the end of the 6th week
- 8-week class – through the end of the 5th week
- 5-week class – through the end of the 3rd 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 Registrar’s Office.

Schedule changes may not be completed by a faculty member, by phone or by proxy.