

### ***Schedule Changes and Drop/Add***

Traditional students are permitted to drop courses during the standard add/drop period (i.e., the first week of the semester). Traditional students who have **never attended any classes in any of their courses** during the first three weeks of a semester will be **administratively dropped** from their entire course load. This process will take place between the third and fifth week of the semester based on a verification of non-attendance provided by faculty members. For example, a student who is enrolled for 15 credit hours (i.e., five courses), but is only attending classes in one course will not be dropped. Students are permitted to **withdraw** from their courses through the Registrar or to be administratively withdrawn at the discretion of individual faculty members. (See below.)

Accelerated Degree Program students should consult their program handbook for policies pertaining to course changes.

### ***Withdrawal from Classes***

After the last day established for class changes and/or adding/dropping courses, students may withdraw from a course in which they are registered with permission from the course instructor. A written request detailing the reason(s) for the withdrawal must be filed with the Registrar. Written requests for withdrawal must be received by the Registrar by the last day of classes prior to the final examination date specified in the Catalog. The request is forwarded to the instructor who then decides to accept or deny the request. If the request is honored, the student will receive a notification of official withdrawal. If it is denied, the notification will indicate why the withdrawal was disallowed.

An official withdrawal is recorded as a "W" grade on the student's transcript. Discontinuing a course without written permission automatically incurs a grade of "F." See Refund Schedule. Accelerated Degree Program students should consult their program handbook for withdrawal procedures pertaining to their specific programs.

### ***Administrative Withdrawal Policy***

A faculty member may recommend an administrative withdrawal to the Vice President of Academic Affairs when a student fails to attend two or more sequential weeks of classes.