

### **Dropping Courses**

“Prior to the Census Day (12<sup>th</sup> class day) freshmen, new students, and undeclared majors seeking to drop or add courses to their schedules must first obtain permission from their academic advisor before performing registration activities.

Students with declared majors may drop or add a course by submitting a Drop/Add form to the Office of the Registrar. Any courses dropped through Census Day will not show up on the student’s transcript. Students may not add courses after Census Day without the consent of the instructor and the Dean of Undergraduate Education.

Through the fourth class week, students may drop classes by completing a Drop/Add form and having it signed by their academic advisor and course instructor. A grade of “W” (Withdrawn) will appear on the student transcript.

During the fifth through ninth weeks of the semester, students who submit a completed drop form will receive a grade of “WP” (withdrawn passing) or “WF” (withdrawn failing) depending on the student’s performance in the class. On the drop form containing the advisor’s and instructor’s signatures, the instructor is required to record the student’s academic progress to that point.

After the ninth week of class, a student may only drop a class for nonacademic reasons.

The student should retain copies of all add and drop forms for at least one year following the end of the semester in which the student initiates a drop or add course action.”