

CHANGE OF SCHEDULE (DROPPING/ADDING CLASSES)

Students may add a class, drop a class, or withdraw from a class (within appropriate deadline dates) in a number of ways, including using the WebPAL on-line system, the SMART telephone system, or by completing an Add/Drop and Withdrawal form and returning it to either the Registrar's Office on Main Campus or to the Whitman Center.

Adding of Courses – A fall or winter course may be added until the second scheduled meeting of the class. Spring or summer courses, short courses, or courses that meet once a week may not be added after the class has begun. Online classes may not be entered after the first day of the semester.

Dropping from Courses – The drop period is prior to and including the first week of a fall or winter semester (this date is prorated for spring and summer and any non-standard length course.) Drops during this time do not appear on the student's academic record.

Withdrawing from Courses – The withdrawal period consists of the time after the first week of a fall or winter semester up to and including the twelfth week of the semester (this date is prorated for spring and summer courses and for any non-standard length course.)

I. Student Initiated Drops or Withdrawals

- A. Courses dropped during the drop period will not appear on the student's academic record.
- B. Courses withdrawn from during the withdrawal period will result in an indicator of "W" being recorded.
- C. After the twelfth (12th) week of a fall or winter semester (dates are prorated for spring and summer courses and non-standard length courses) has ended, no withdrawals will be processed. Exceptions properly documented, including health or medical emergencies, or an error in processing, may be considered.

II. Instructor Initiated Withdrawal from Class

A faculty member may request that a student be withdrawn from his or her class for non-attendance during the first ten (10) weeks of the fall and winter semester (dates are prorated for spring and summer and for any non-standard length course.)

- A. The instructor submits a Faculty Initiated Withdrawal form to the Office of the Registrar.
- B. The Registrar's Office will mail to the student's address of record a notification that the instructor has recommended that the student be withdrawn from class and be assigned a "W."
- C. If the student does not respond within seven (7) calendar days, the withdrawal form is processed, and a "W" will be recorded.