

WITHDRAWING FROM A CLASS

Between add/drop and the posted 50% deadline, students must complete an official Withdrawal Form and submit the form to the Registrar's Office Hepburn Hall, Room 214. These course(s) will receive a "W" grade on transcripts and will result in a reduction of charges for each credit. Forms may be submitted at the window during regular working hours; after hour forms may be placed in the door mail slot.

1. DURING ADD/DROP PERIOD: Students may Add/Drop classes through self service by login to GothicNet, or at the Registrar's Office Hepburn Hall, Room 214 on days assigned for add/drop. Any dropped course(s) will not be recorded on the student's transcript and a 100% refund of tuition and fees will be granted for each credit below 12 credits.

2. BETWEEN ADD/DROP AND THE FIRST THIRD OF THE SEMESTER: Students must complete an official Withdrawal Form, at the Registrar's Office Hepburn Hall, Room 214. These course(s) will receive a "W" grade on transcripts and the student will receive a 50% refund of applicable tuition and fees for each credit below 12 credits.

3. AFTER THE FIRST THIRD OF SEMESTER TO NOVEMBER 1 FOR FALL SEMESTER TO APRIL 1 FOR SPRING SEMESTER OR TO MID-SEMESTER FOR SUMMER SESSIONS I and II: Students must complete an official Withdrawal Form, at the Registrar's Office, Hepburn Hall, Room 214. These course(s) will receive a "W" grade on the transcript and the student is not entitled to any refund.

4. AFTER NOVEMBER 1 FOR FALL SEMESTER; APRIL 1 FOR SPRING SEMESTER; AND MID-SEMESTER FOR SUMMER SESSIONS I and II: For any course(s) a student ceases to attend after these dates he/she will receive an "F" grade on his/ her transcript and there will be no refund. After the deadline, a student may no longer receive a "W" grade except in an extraordinary situation and only with the written authorization of the appropriate academic dean. Request for appeal of the deadline must be made in writing, and must be accompanied by appropriate documentation about circumstances that prevented the student from withdrawing within the required time limits. The academic dean will either grant or deny the "W" grade.

NOTE: Non-attendance does not constitute drop or withdrawal. The student will not receive a refund and will receive a grade of "F" for the course(s) in question. An official drop or withdrawal can only be transacted by completing the appropriate forms by the deadline date and sending to the respective locations.