

## **FALL SEMESTER DROP SLIP for TRADITIONAL STUDENTS**

NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_  
(PLEASE PRINT)

### **COURSE DROP POLICY**

Prior to the first day of class, traditional students may drop courses through Web4Student for both the 12 and 3 week parts of term.

- During the first two weeks of the 15 week semester, students may drop courses through Web4Student for the 12 week part of term.
- Beginning fall of 2013, dropping a 3 week course without adding another during the first two weeks of the semester requires the Associate Dean's signature once the semester begins.
- During the first two weeks of the semester, there is no mark on the transcript for either the 12 week drop or the 3 week drop, and the hours dropped do not count in the total 18 tuition hours allotted for the entire 15 week semester.
- Beginning with week 3 of the semester, withdrawing from a course, in the 12 or 3 week part of term, will result in the mark of "W" (withdrawal) on the student transcript. Courses that receive a "W" are counted in the 18 total tuition hours allotted for the entire 15 week semester.
- Students withdrawing from their 12 week course will do so through the Registrar's Office and will receive a grade of "W".
- Students wishing to withdraw from their 3 week course must obtain permission from the Associate Dean of the College beginning with week 3 of the semester through day 3 of the 3 week part of term, and will receive a grade of "W".
- From day 4 through day 12 of the 3 week part of term, students withdrawing from their 3 week course will do so through the Registrar's Office and will receive a grade of "W".
- Students who withdraw from their 12 week course beginning with week 11, and from their 3 week course beginning on day 13 of the 3 week, will receive an automatic "F" (failure) grade in the course. The "F" grade will appear on the student transcript and will be calculated in the grade point average; the hours are counted in the 18 total tuition hours allotted for the entire 15 week semester.
- Students should note that any course receiving a "W" (withdrawal) is counted in total billed hours. If a student adds additional hours because of withdrawing from a course and the added hours place the student above the tuition allotted 18 hours, the additional charges will be billed during the semester in which they are taken.
- Advisor signature required for all dropped courses that will receive a grade of "W." (effective SP 2014)

**NOTE:** Dropping and withdrawing from courses at any point in the semester may affect tuition, financial aid, housing, and/or athletic eligibility. Students should consult with the appropriate College departments **BEFORE** making any course schedule changes. Students on academic probation are responsible for fulfilling the terms of probation as set forth by the Academic Review Board. If a student is unsure of the terms of probation, they should contact their advisor or the Registrar **BEFORE** making any course schedule changes.

**\*I have read the above policy and understand that it is my responsibility to properly register for each course I attend:**

X \_\_\_\_\_  
(Student's Signature) (Date)

**ACADEMIC ADVISOR SIGNATURE:** X \_\_\_\_\_

**ATHLETIC DIRECTOR SIGNATURE REQUIRED FOR ALL STUDENT ATHLETES:** \_\_\_\_\_

**ACADEMIC ASSOCIATE DEAN SIGNATURE AS REQUIRED:** \_\_\_\_\_

CRN	DEPT	CRSE #	SEC#	TITLE	HRS	INSTRUCTOR'S NAME

Office Use Only:  
DATE REC'D: \_\_\_\_\_ PROCESSED: \_\_\_\_\_ INITIALS: \_\_\_\_\_ Total Hrs. Earned \_\_\_\_\_ Total Hrs. Attempted \_\_\_\_\_