

Course Withdrawal

A student may withdraw from an active course up to 4 weeks, for both the 6-week and 8-week Terms, after the first day of instruction and receive a grade of "W" (withdrawal) with no grade point value. Withdrawals may be made using the Add/Drop Form. The form may be obtained online under the Office of the Registrar webpage.

NOTE: The mere inactivity or absence from class without receiving formal permission does not constitute withdrawal. A properly completed and approved Add & Drop Form must be used to effectuate all drops, add, withdrawals, change section, or course enrollment status changes. A student will be assigned a failing grade for courses in which discontinued attendance without formal permission for withdrawal is observed.