

## PROCEDURES FOR DROPPING COURSES

	<b>DEADLINES*</b>	<b>REQUIREMENTS AND PROCEDURES</b>
<b>D R O P S</b>	On or before the Add/Drop deadline: end of the second week of semester (end of approximately 10% of the academic term).	<ul style="list-style-type: none"> <li>• Student may use the SMART system or submit a Schedule Adjustment Form to the Enrollment Services Information Center.</li> <li>• No record of the course appears on student records.</li> <li>• No signature approval required.</li> </ul>
	After the Add/Drop deadline, and on or before the last day of the twelfth week of the semester (end of approximately 80% of instruction).	<ul style="list-style-type: none"> <li>• Student must present serious and compelling reasons<sup>1</sup> for dropping the course.</li> <li>• Course Instructor and Dean of the College offering the course (or designee) must sign the Schedule Adjustment Form.</li> <li>• After obtaining signature approval, student must submit the completed Schedule Adjustment Form to the Enrollment Services Information Center.</li> <li>• Given approval, a grade of “W” appears on student records.</li> </ul>
<b>W I T H I N O N E Y E A R A F T E R T H E T E R M</b>	Beyond the last day of the twelfth week of the semester (beyond the end of approximately 80% of instruction), until the deadline for instructor submission of grades.	<ul style="list-style-type: none"> <li>• Student must demonstrate that the need to drop the course is due to circumstances beyond the student’s control, as in cases of serious illness, accident, family emergency, etc., and that a grade of “I” (where acceptable to the instructor) is impractical, given these circumstances.</li> <li>• Course Instructor and Dean of the College offering the course (or designee) must sign the Schedule Adjustment Form.</li> <li>• After obtaining signature approval, student must submit the completed Schedule Adjustment Form to the Enrollment Services Information Center.</li> <li>• Given approval, a grade of “W” appears on student records.</li> </ul>
	Up to one year after the end of the term	<ul style="list-style-type: none"> <li>• Student may petition for retroactive dropping of single courses by following the procedures outlined in the preceding section of this chart.</li> <li>• Student may petition for retroactive dropping of all courses attempted during the term by submitting a written request to the Dean of Students.</li> <li>• In this petition, the student must present serious and compelling reasons for the retroactive drops.</li> <li>• *The petition is reviewed by a committee consisting of the Dean of Students (or designee), the Dean of the College of the student’s major (or designee; Arts and Sciences in the case of undeclared majors), and a faculty member from the Student Affairs Committee (SAC). (When this faculty member is unavailable, a replacement may be appointed on an ad hoc basis by the Dean of the College, from among the College faculty.)</li> <li>• Given approval by the review committee, the Dean of Students will sign the petition; grades of “W” will appear on student records for all courses attempted during the term.</li> </ul>

*\*Deadlines are strictly enforced. Students wishing to petition for an exception based on circumstances beyond their control may do so in writing on a petition form available in the Office of Registration and Records.*

<sup>1</sup>Instructors may consider inadequate preparation to be a serious and compelling reason through the first half of the term.