

## WITHDRAWALS

### Schedule Changes – (CURRENT SEMESTER)

Schedule changes may be made in accordance with the dates indicated in the [Academic Calendar](#) found on the Registrar's website.

From initial registration to the end of the late registration period, students may *drop* and *add* classes online. After the late registration period, *date found on the appropriate academic calendar*, a student may initiate schedule changes through his or her academic department up until the deadline specified in the [Academic Calendar](#). *Such changes are not considered official until processed by the Office of the Registrar.*

A course *dropped* on or before the last day for withdrawing from courses without a "W" grade **will not be recorded** on the student's transcript.

A course from which a student *withdraws after the last day* for withdrawing from courses without a "W" grade **will result in a grade of "W" being recorded** on the student's permanent academic record.

Students who stops attending or never attend a class for which he or she is registered **will not be assigned a "W"** unless an official schedule change form is processed. The student will normally receive an "F" for such a class and may, as a result, be ineligible for further financial aid and/or for readmission for a semester or longer.

*If a student does not withdraw from a course before the posted deadline on the [Academic Calendar](#), the student will then need to submit a form requesting **permission to waive the deadline to withdraw** along with all the required supporting documentation. The form to submit is on the Registrar's website, **Waiver - Course Withdrawal***

## Withdrawing from the University – (CURRENT SEMESTER)

**Withdrawal from all courses** requires that a student withdraws from the university by the date indicated in the [Academic Calendar](#) found on the Registrar's website.

To withdraw, a student must visit a *professional advisor* and submit a complete withdrawal form with the appropriate administrative signatures on or before the published deadline for withdrawing from the university. *A withdrawal is not official until the complete withdrawal form has been processed by the Office of the Registrar and the student has satisfied all financial obligations to the university.*

A student who is unable to visit campus to withdraw may submit the form electronically to their department or advisor for approval. The date of the receipt of the request will determine the effective date of withdrawal. Please visit the Registrar's website under FORMS to access the **Complete Withdrawal Form**.

Withdrawals effective after the last day for withdrawing from courses without a **“W” grade** will result in **“W’s”** being **recorded on the student's permanent academic record**

*If a student does not withdraw from all courses before the posted deadline on the [Academic Calendar](#), the student will then need to submit a form requesting **permission to waive the deadline to withdraw** along with all the required supporting documentation. The form to submit is on the Registrar's website, **Waiver - Complete Withdrawal***

The **SCHEDULE CHANGE** and **COMPLETE WITHDRAWAL** forms can be found by visiting the Registrar's website and accessing the [FORMS](#) link found under **Student Services**