

PROCEDURES FOR DROPPING COURSES

	DEADLINES*	REQUIREMENTS AND PROCEDURES
D R O P S	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"> • Student may use the SMART system or submit a Schedule Adjustment Form to the Enrollment Services Information Center. • No record of the course appears on student records. • No signature approval required.
	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"> • Student must present serious and compelling reasons¹ for dropping the course. • Course Instructor and Dean of the College offering the course (or designee) must sign the Schedule Adjustment Form. • After obtaining signature approval, student must submit the completed Schedule Adjustment Form to the Enrollment Services Information Center. • Given approval, a grade of “W” appears on student records.
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	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"> • 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. • Course Instructor and Dean of the College offering the course (or designee) must sign the Schedule Adjustment Form. • After obtaining signature approval, student must submit the completed Schedule Adjustment Form to the Enrollment Services Information Center. • Given approval, a grade of “W” appears on student records.
	Up to one year after the end of the term	<ul style="list-style-type: none"> • Student may petition for retroactive dropping of single courses by following the procedures outlined in the preceding section of this chart. • Student may petition for retroactive dropping of all courses attempted during the term by submitting a written request to the Dean of Students. • In this petition, the student must present serious and compelling reasons for the retroactive drops. • *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.) • 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.

**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.*

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