

# DROPPING CLASSES

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Students are responsible for dropping their classes; **classes are not dropped automatically for non-attendance**. A student may drop a class by using Self-Service. A "how to drop classes" video can be found here. The following rules apply to dropping a class:

1. No "W" (Withdrawal) symbol or record of the course will occur on the student's permanent record if the student drops by the deadline to drop without a W grade.
2. A "W" (Withdrawal) symbol will be assigned if the student drops the course on or before the deadline to drop with a W grade.
3. Students must receive an evaluative grade (A-F; FW; P/NP) if they do not drop by the deadlines above.
4. Students may be granted a "EW" (Excused Withdrawal) symbol when withdrawal is granted due to extenuating circumstances. "Extenuating circumstances" are defined as verifiable cases of accidents, illness, or other circumstances beyond the students' control.
  - a. To be considered for an "EW" you must submit a General Petition Form with supporting documentation – no later than 3 weeks after the end of the semester.
5. Students are responsible for all associated fees for classes they do not officially drop by the established deadline.

**NOTE: Instructors may drop students for non-attendance or not completing coursework.**

**NOTE: Please refer to the Academic Calendar for specific deadlines (IE: drop deadlines)**