

# **Adding, Dropping and Withdrawing from Classes**

Student may change their course schedules only with the permission of their advisor. During the first week of the term, students may drop or add courses. (Upon written request and the presentation of valid reasons, the Vice president for academic affairs may approve adds after the first week of class.) During the second week of classes, students may continue to drop courses without a fee. Beginning the third week of class, students will be charged a \$50 fee to withdraw from a course, and a grade of W will be posted on their transcript. Students may withdraw from courses until one week after midterm grades are due. Students who withdraw from a class before that deadline will receive a notation of "W" on the permanent record in place of a letter grade. Students may not withdraw after that deadline without the grade earned at the end of the term being reported on their transcript. The dates of all deadlines are published in the annual Academic Calendar.