

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

The dates of all deadlines are published in the annual Academic Calendar. The last day to add a course is also the last day for students to begin courses. Students are not able to drop/add courses after the first day of classes without the assistance of their academic advisor. During the second week of classes, students may 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.

Students who drop a course within the first two weeks will not receive a W on their transcript since they are within the add/drop period. However, if a student withdraws from all courses, they will receive W's on their transcript to document their attempt at McPherson College.