

12.4.1.7 Adding and Dropping Courses

Once registration is complete, students may with permission and within the announced “add period” add a course for sound academic reasons. Similarly, for sound academic reasons a student may with permission drop a course within the first four weeks of the semester. A course which has been officially dropped will not appear on the student’s transcript.

Freshmen and Sophomores must have the permission of the Academic Dean to add or drop a course. Juniors and Seniors must have the permission of their academic advisor, who is the chairman of their major department, to add or drop a course.

For either action, an “Add-Drop” form with the required signature must be submitted to the Registrar within the announced deadlines to add or drop a course.

12.4.1.8 Withdrawal from Courses After the Drop Period

After the four-week drop period has ended, students may withdraw from a course and receive a grade of W only at the discretion of the Academic Dean and only for a documented grave reason of health or other serious incapacity. This policy is applied whether the student is withdrawing from the College or is seeking to withdraw from specific courses.

Students who withdraw from the College before the end of the semester must have an exit interview and file a Withdrawal Notice with the Dean of Students before leaving campus. It is strongly recommended that the student also see the Student Billing Office to determine the financial consequences of withdrawal. The date of withdrawal used to compute a refund is the date that a completed Withdrawal Notice is filed with and dated by the Dean of Students.

In the case of a medical withdrawal, the student or parent should, within a reasonable time, submit a written letter requesting withdrawal to the Dean of Students and complete and return a Medical Withdrawal Certification Form. In this case, the date of withdrawal will be determined from the day of departure from campus because of the medical condition or emergency. This assumes the student has not returned to campus for any overnight stay or class attendance during this period.

This process of withdrawal is distinct from the determination of the final course grades at the time of withdrawal. Normally the grades earned at the end of the semester are assigned to students who withdraw from the College, except in cases of withdrawal for a grave reason of health or other serious incapacity. For information on financial and other policies on withdrawal from the College, see Withdrawal Procedure and Withdrawal Refund Policy below.