

Policy Title: Adding and Dropping Courses

Adding Courses After registration, and during the add/drop period, students may add a course with the approval of the advisor and the course instructor. Students should refer to the timetable each term for the deadline for adding courses.

Dropping Courses After registration, and during the add/drop period, students may drop one or more of the courses in which they are enrolled. Students should refer to the timetable each term for the deadline for dropping courses.

Withdrawal from Courses

After the add/drop period, students may drop a course with the approval of the instructor at any time before the last day of class in any term. Students should consult the “Schedule of Classes” for deadline date:

- a. **“W” Grade**
If an undergraduate the student has a grade of "C" or better at the time of withdrawal or if a graduate student has a grade of “B” or better at the time of withdrawal, the symbol "W" is recorded to indicate a drop without prejudice and penalty. See the “Schedule of Classes” for deadline date.
- b. **“W” or “WF” Grades**
If a graduate student with a grade of “B” or above or “C” or above (for undergraduate students) wishes to withdraw after the deadline for “W” grade, a grade of “W” will be recorded. If a student with a grade less than “B” for graduate students or less than “C” for undergraduate students chooses to withdraw after the deadline for “W” grade, a grade of “WF” will be recorded. WF is considered a failing grade and is used in calculating the GPA value. See the “Schedule of Classes” for deadline dates.

See Policy D7610 PhD Grading Policy and D8040 Grading Policy – DNP Program regarding doctoral students who wish to withdraw.
- c. A student may be allowed to withdraw from the same course only twice.

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Students withdrawing from a nursing course may not be guaranteed subsequent placement in the course from which they withdrew. An undergraduate student must petition the Baccalaureate Degree Council to repeat a course.

On the recommendation of the instructor and Department Chair, and with the approval of the Associate Dean for Academic Affairs, a student may be required to withdraw from a course at any time because of neglect, lack of preparation, and/or unsafe clinical practice. Under such circumstances, the symbol "WF" will be recorded.