

DROPPING COURSES

Beginning Fall 2014, the policies for dropping courses have changed for **all** undergraduate students. Let's start with definitions:

Dropping Courses : removing one or several courses from your current registration for a term

Drop/Add Period: the first five days of a fall/spring semester during which you may adjust your schedule as necessary without using your career drops

Career Drops: courses dropped after the Drop/Add period but before the end of the 9th week of a fall/spring term (see the summer schedule for drop dates)

Okay, so what should you know?

Career Drops

- ◇ You are allowed to use a total of **four** Career Drops during your entire academic career.
 - ◇ Career Drops do not include courses dropped during the Drop/Add Period.
 - ◇ Career drops must be completed prior to the end of the 9th week of the fall/spring semester.
- ◇ You drop courses through your AppalNet account; no form is required.
- ◇ You will receive a grade of 'WC' on your transcript for any course you drop after the Drop/Add Period.
- ◇ All dropped courses will count in the attempted hours.

What if you want to drop a class after the end of the 9th week or you have already used your four Career Drops?

- ◇ More than four drops or dropping after the end of the 9th week is not allowed. Your Appalnet will not allow these drops to be processed.
- ◇ If you have compelling, documented extenuating circumstances, including but not limited to military deployment or hospitalization, you may complete the Request for an Exception to the Drop Policy form found on the [Registrar's Office](#) website.

You are responsible for verifying any changes to your registration. You should verify that any change you make is indicated on your student transcript.

The deadlines for dropping courses for each term, including summer, are published in the [Academic Calendar](#) on the Registrar's Office website. Refund information can be found on the [Registrar's Office](#) website.