

Please Read Before You Stop Attending Classes

Dropping a Class

- A course Drop can only occur during Week 1.
- A Drop means the course is removed from your schedule and you are not charged (unless you are dropping all classes or withdrawing from school).
- Accelerated courses may be dropped from your schedule through Saturday of Week 1.
- Standard Courses may be dropped from your schedule through Saturday of Week 2.

Withdrawal from a Course

- Students may withdraw from courses between Week 2 and Week 7 but no later than the Saturday of Week 7.
- **A portion of tuition is charged** for all courses that are withdrawn from. The course will appear on your transcript with a grade of "W". Course Withdrawals count as an attempt for the course.

Withdrawal from School

- If you decide to stop attending **ALL** your classes, you need to Withdraw from school for the session.
- If you Drop all classes during Week 1, your courses are removed. However, you are charged an administrative fee.
- If you withdraw from school between Week 2 and 7. Your courses are processed as W (attempted course). A portion of tuition is charged for all courses you withdraw from.

Important

- If you Drop or Withdraw from a class, it will have an impact on your financial aid.
- You must maintain at least 6 credit hours each Term to remain eligible for Financial Aid.
- Talk to your Financial Aid Advisor BEFORE you Drop or Withdraw from a course.

Course drops and withdrawals must be processed in Student Central