Policy: Administrative Drop

Administrative Drop for Lack of Prerequisites

If you lack a course prerequisite, you may be dropped from - or be required to drop - the class.

- Drop the class as soon as you know you can't remain in the class. It is your responsibility to drop classes for which you don't meet published prerequisites or which you do not plan to attend.
- Don't wait for the department to drop you, as fees for dropped classes are based on the date you drop the class online via PAWS or the date your drop form is submitted to Registrar's Office, Mellencamp 274

Administrative Drop for Non-Attendance

- Departments have the right to enforce class attendance policies, and may administratively drop students that do not meet these requirements. In particular, students that fail to attend a class during the first week (or in some cases the first two weeks) may be dropped so that another student may be accommodated. Specific policies vary from department to department.
- It is your responsibility to inform yourself about and comply with any such attendance requirements or to drop the class yourself. Tuition responsibility for dropped credits resides with the student.
- Contact the instructor or department for more specific information, especially if you anticipate missing any classes during the first week of the term.