



## DROP, WITHDRAWAL, AND REPEAT POLICY FOR COURSES

No: SAAP 1-8

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**Initiator:** Provost

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May 12, 1987 (rev. 1)

**Responsible Party:** Provost

March 18, 1976 (original)

### **Drop Policy**

Unless a shorter deadline has been established by an individual department and is stated in the Schedule of Classes, students may drop courses through the end of the tenth week of classes. Students attempting to drop courses after the tenth week of classes may do so only for reasons of extraordinary circumstances not related to academic performance in the course. In order to do this, they must first obtain written approval from the instructor and then file a written appeal with the advising office of their school or college. Only if both the instructor and the school/college approve will such drops be permitted.

All courses which are dropped after the fourth week of classes will remain on the student record and will be reflected on transcripts with the "W" symbol.

For courses which meet for less than the full academic semester (15-16 weeks), the above deadlines will be shortened in proportion to the length of the course as indicated in the Schedule of Classes.

### **Withdrawal Policy**

Students may withdraw from all courses in a semester through the tenth week of classes. Students attempting to withdraw from all courses after the tenth week of classes may do so only for reasons of extraordinary circumstances not related to academic performance. In order to do this, they must file a written appeal with the advising office of their school or college. Only if the school/college approves will such withdrawals be permitted.

All courses from which a student withdraws after the fourth week of classes will remain on the student record and will be reflected on transcripts with the "W" symbol.

For courses which meet for less than the full academic semester (15-16 weeks), the above deadlines will be shortened in proportion to the length of the course as indicated in the Schedule of Classes.

## **Repeat Policy**

### **Undergraduate**

Unless a restriction is stated in the Schedule of Classes, undergraduate students may repeat any course only once. That is, only two attempts are allowed for the same or equivalent course at and across any undergraduate career level (associate, bachelors, and Flex programs) before permission is needed for the third attempt. For students in a Flex program, a PR grade and a subsequent enrollment in the same course are considered two attempts. Under exceptional circumstances additional repeats may be allowed following approval of a written appeal to the advising office of the student's school or college. Departments offering the course have the right to establish special guidelines for additional repeats. Any special guidelines must apply to all students and shall be maintained, published, and enforced by the Registrar's Office. Except in the case of courses with variable content, all grades earned appear on a student's permanent record, but only the highest grade is calculated into the student's grade point average.

### **Graduate**

Graduate students are allowed to repeat a course (once) in which a grade of less than "B" was earned. Both courses remain on the student's permanent record and both are counted into the student's graduate grade point average calculation. The repeated course may be counted only once toward meeting degree requirements.