PROCEDURES FOR LATE DROP REQUESTS

Students are generally given 8 weeks to drop courses. You should consult the academic calendar for detailed deadlines. Students are responsible for checking their schedule and for making changes in their registration if necessary.

Petitions to drop a course after the drop deadline will be approved only in exceptional circumstances with full documentation of those circumstances. Appropriate verification is required for such matters.

Late drops will not be approved simply because a student has changed majors or career plans, is failing or not making the grade desired. Fees are not adjusted after the “add” period (first two weeks of the semester).

To complete the late drop process in the College of Business Administration, you must complete the Late Add/Drop form and a Scholastic Standing Committee Petition form. Submit both of these forms to the Dean’s Office. Be sure that you attach all necessary supporting information.