

A-035 DROP ADD WITHDRAW

Code: A-035

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Approved: Robert L. Carothers

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Approved: David C. Danahar

Revised: November 2012

Approved: Ronald Wood

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Approved: Connie J. Gores

Southwest Minnesota State University Policy Drop/Add/Withdraw

If a student drops a course during the first five (5) instructional days of the Fall or Spring Semesters, an entry will not be placed on the Official Transcript.

If a student drops a course from the sixth (6) instructional day through the 80th percentile instructional day of Fall or Spring Semester an entry of W (Withdrawn) will be placed on the Official Transcript. The 80th percentile date will be posted on the current academic calendar.

For courses not starting on day one of a Fall or Spring term withdrawal is allowed after the drop period until the 80th percentile instructional day. Determination of this day will be made by the Registrar's office

For the Summer semester courses students must check **each** course for the drop/add and withdrawal dates. These dates vary according to the number of weeks a course is being taught.

After the 80th percentile instructional day of the Fall or Spring Semester or the 80th percentile day of the Summer Session a student cannot drop a course and receive a grade of W (Withdrawn). This includes those students withdrawing from the University. Students who withdraw entirely from the University may receive exception to this policy with approval from the Provost.

A student may add new courses through but not after the fifth (5) instructional day of the Fall or Spring Semester without the instructor's written approval. For the Summer semester students must check each specific course for the drop/add date. A student registering for an evening class must be registered by the second meeting of the class.