

## WITHDRAWAL FROM CLASS

*Failure to attend classes or to notify the instructor does not constitute a formal withdrawal or drop of a class.*

Students who do not formally drop a class will be financially responsible and will receive a mark of UW (Unofficial Withdrawal) for the course.

Students may drop a course using the online system during the Add/Drop period. To drop a course after the official Add/Drop period, the student needs to complete an Add/Drop Form that must be signed by his/her advisor. Forms are available in the Student Mail Room and in the Office of Enrollment and Student Services.

Once registered, students may drop courses up to and including the **Friday of the 10<sup>th</sup> week of the semester**. If a course is dropped during the official Add/Drop period, they will receive a full refund. Students on CUSSW's flat-rate tuition plan will not incur a financial penalty for dropping a course. For students on CUSSW's per credit tuition plan, no refund is given for courses dropped after the official Add/Drop period.

Students dropping field education and/or their practice course need written approval from their advisor. If a student drops either Field or their required practice class the School will automatically withdraw them from the other. Field and the required practice classes must be taken concurrently.