

MATH 110 Grade Distribution Crosstabulation in Several Attempts						
FY 2005 - FY 2007						
Grade in 1st Attempt						
Grade in:		P (A-D)	F	I	W	Total
2nd Attempt	Did not Attempt	987	55	5	150	1197
	P (A-D)	43	34	0	61	138
	F	6	6	0	11	23
	I	0	1	0	1	2
	W	6	10	0	29	45
	Total	1042	106	5	252	1405
3rd Attempt	Did not Attempt	1039	99	5	223	1366
	P (A-D)	1	3	0	14	18
	F	1	1	0	4	6
	I	0	1	0	0	1
	W	1	2	0	11	14
	Total	1042	106	5	252	1405
4th Attempt	Did not Attempt	1042	105	5	242	1394
	P (A-D)	0	0	0	6	6
	F	0	0	0	3	3
	W	0	1	0	1	2
	Total	1042	106	5	252	1405
5th Attempt	Did not Attempt	1042	105	5	250	1402
	P (A-D)	0	1	0	2	3
	Total	1042	106	5	252	1405

Withdrawal Report on our Peer Institutions

CALIFORNIA STATE UNIVERSITY – STANISLAU – CA

Repeated Courses. Only students taking undergraduate course work can repeat a course for a replacement grade. Students should submit a Notification of Repeated Course form to the Enrollment Services Office (MSR 120) immediately after the repeated course is completed. See the Catalog for more information.

Courses may be repeated by Undergraduate students and may repeat a maximum of three courses, one time each. Exceptions require approval of the program/major/concentration advisor. Only the most recent grade earned will be used for credit and grade points. The grading option for the original effort and the repeated effort must be the same. This provision for repetition is not applicable when a course may be taken additional times for credit. The replacement grade policy also is not applicable to grades or administrative symbols which do not affect units allowed or grade point average (e.g., NC, I, RD, W, RP, AU); and be it further...

W—Withdrawn from Course: Indicates that the student was permitted to drop the course after the Enrollment Census Date. It carries no connotation of quality of student performance and is not used in calculating grade point average. (See Withdrawal from CSU Stanislaus under Academic Policies and Procedures in this catalog.)

Adding and Dropping Courses

The Schedule of Classes provides complete information on adding or dropping courses for a particular term. The following regulations govern adding or dropping a course during the term:

1. **CHOICE OF METHOD:** Students may add or drop courses using one of two ways:
 - (a) by filing an approved Add/Drop Form with the Enrollment Services Office, or
 - (b) via Web Registration. There is a \$10 late add fee.
2. **DEADLINES:** Students may add courses until the last day to register, as indicated in the College Year Calendar. Adding or dropping courses after the Enrollment Census Date will not be allowed. After the Enrollment Census Date, students are responsible for completion of the course(s) in which they are enrolled. Dropping a course after the last day of a term is not allowed.
3. **EXCEPTIONS:** When documented extreme circumstances beyond the student's control, e.g., accident, serious illness, change of working hours causing a class/work conflict, transfer out of the area, hospitalization, etc., make dropping a course or withdrawing from the University necessary, and when continued enrollment would unduly penalize the student, the student may petition for an exemption to the regulation. When a student is permitted by petition or other special action to drop a course after the Enrollment Census Date, the Administrative grade symbol of "W" (withdraw) will be assigned.
4. **REFUNDS:** Students who are entitled to a partial refund because of a reduced course load must have officially dropped courses by the published refund deadline.
5. **ENROLLMENT STATUS:** Students who drop all of their classes prior to the Enrollment Census Date are not considered enrolled for that term and may be required to reapply for admission to resume enrollment for the following term. (See policy on Admission Reapplication Requirement.) Students who drop all of their classes after the Enrollment Census Date are considered enrolled for that term and are

eligible to register as continuing students for the following term. This policy applies to both postbaccalaureate and undergraduate students.

Fall 2007 deadline – October 2, 2007. Classes begun at Sept. 5 and ended on Dec. 10.

TEXAS A& M – CORPUS CHRISTI

ADDING OR DROPPING A COURSE

A student may add a course during the time specified in the class schedule. To add a course the student must obtain a Class Scheduling Form from the Office of Admissions and Records. The grade of W will be assigned to any student officially dropping a course by the date stated in the class schedule (end of the tenth week of classes in the fall and spring semesters and end of the third week during summer sessions). No student is eligible to receive a W without completing the official drop process by this deadline. After the drop date listed in the class schedule, a student will not be allowed to drop a course. A change of section or a change to or from audit is a change of registration and requires that the add/drop process be followed. Students should be aware that dropping courses may affect their eligibility for financial assistance. If a student should drop all courses for a given semester or term, a Withdrawal Form must be processed. Please refer to the following paragraph.

Spring 2008 –

First day of classes – Jan. 16

Last day of classes – May 6

Drop deadline – April 4

Repetition of a Course

Undergraduate students may repeat courses at this University under the following circumstances:

1. Courses specifically designated as repeatable for credit in the Undergraduate Catalog (such as variable topic courses) are calculated in the grade point average in the same manner as separate courses.
2. Undergraduate students may also repeat any undergraduate course at this University in order to replace a grade. A failing grade for a repeated course will not affect credit already earned or subsequently earned for that course. The first time the course is repeated, the initial grade received in the course will remain on the transcript, but only the second grade will be used to calculate the Texas A&M University-Corpus Christi grade point average. A notation will be placed on the transcript after the course to indicate that it has been repeated. In the case of additional repeats, the second grade and all subsequent grades are included in computing the A&M-Corpus Christi hours attempted, grade points earned, and grade point average. Except as noted above in #1, a student may not receive credit for any given course more than once. The Office of Admissions and Records conducts audits of student records as needed and prior to graduation.

When repeating a course more than once, the student should seek advice from his or her college dean, faculty mentor or academic advisor, as appropriate, prior to registering for the course. Students may be charged an additional fee for each course taken for the third or more times. (See [Tuition and Fees](#) for details.)

3. Once a student has been awarded a degree at this University, he/she may not repeat a course for the purpose of changing the grade on the official transcript of any course taken as part of that degree.

CALIFORNIA STATE UNIVERSITY – DOMINGUEZ HILLS

Official Withdrawal from a Course

See the Academic Calendar at the beginning of the *University Catalog* or the *Class Schedule* for specific deadline dates for withdrawing from courses during a particular term.

Weeks 1-3 - During the first three weeks of each semester a student may withdraw by Telephone Registration, ToroWeb or by filing a Change of Program card without approval of the instructor. No grade is assigned, and the enrollment does not appear on the student's permanent record. Exception: Department Chair approval is required in order to drop MAT 003, MAT 009, ENG 088, and ENG 099.

Weeks 4-12 - An administrative grade of "W" may be assigned up to the end of week 12 provided the student's withdrawal request form lists serious and compelling reasons. Permission to withdraw during this time period is to be granted only with the approval of the instructor and department chair.

Weeks 13-15 - The administrative grade of "W" shall not be assigned unless the student's withdrawal request form indicates a serious accident or illness. Medical verification may be required. In addition to the signatures of both the instructor and department chair, the approval of the school dean is required on the withdrawal request form. Ordinarily, withdrawals in this category involve total withdrawal from the University.

Final Exams - Once final examinations begin, no drops or withdrawals are allowed. A student who does not officially withdraw shall receive "F," "WU," or "NC" grades for all courses on his/her official record.

Repeat and Cancel Policy

The Repeat and Cancel policy may be used only by students working toward a baccalaureate degree. It may not be used by graduate/postbaccalaureate students working on master's degrees, graduate certificates, teaching credentials or by unclassified postbaccalaureate students, even when they might take undergraduate courses.

1. In the case of a repeated course, the subsequent grade is substituted for the earlier one in the computation of units attempted and grade point average. The previous course grade(s) remain(s) on the record, but is/are annotated as being discounted from grade point average calculations.
2. Repeat and Cancel may only be used on courses taken at CSU Dominguez Hills and repeated at CSU Dominguez Hills, or at another CSU campus during summer sessions, or as a CSU visitor/concurrent student.
3. Repeat and Cancel may be used up to a total of eighteen (18) semester units taken at CSU Dominguez Hills.
4. Repeat and Cancel may be used only on grades of "WU," "F," "D," "D+," "C-," "IC."
5. Students must complete a Notice of Repeated Course form for each course repeated that meets all Repeat and Cancel policy guidelines.
6. A grade entered as a result of the student disciplinary procedures under Executive Order No. 628 cannot be cancelled and will be computed in the grade point average.

7. Graduate and postbaccalaureate students may repeat courses; however, the two grades will be averaged into the total grade point average. Unit credit for the courses will be granted only once. Courses may be repeated only once.

Spring 2008 –

First day of classes – Jan. 26

Last day of classes – May 16

Drop deadline – Feb. 14

THE UNIVERSITY OF TEXAS – PAN AMERICAN

Dropping a Course

A student is “dropping” a course or courses if he or she remains enrolled in a minimum of one credit hour after all course drops have been completed/processed. Students who drop all courses for which they are enrolled are considered to have withdrawn from the University for that semester. (For more information on withdrawal, see the section on Withdrawal from the University below.)

To drop a course or courses after the official census date (after all registration functions are completed for the semester), a student must: (1) obtain a class drop form from the Office of the Registrar, (2) obtain the signature of the instructor of record on the form, and (3) return the completed form to the Office of the Registrar, Student Services Building, room 1.150.

All course drops must be completed by the published date in the Registration Bulletin in ASSIST or refer to the university calendar beginning on page six for drop deadlines. A student dropping a course during the first

30 calendar days of the semester (10 days in a summer session) will receive a “DR” on the permanent record for the course dropped. If a course is dropped later in the semester, the student will be given a grade of “DP” or

“DF” by the instructor for the course dropped.

If a student chooses not to attend a class or classes, he or she is responsible for officially dropping or withdrawing through the Office of the Registrar. Students who decide not to attend and do not officially notify the Office of the Registrar will be responsible for tuition, fees and any other circumstances resulting from failure to officially drop or withdraw. Students must not assume that they will “automatically” be dropped from their classes if they do not attend or do not pay. (Although the student may not have paid for classes personally, payment may have been posted to his or her account by a financial assistance agency. It is important that the student officially notify the Office of the Registrar of his or her intention not to attend.) Refer to the Registration Bulletin at www.assist.utpa.edu for refund schedules.

Repeated Courses

2. All grades for academic coursework assigned, including all grades in course which have been repeated, will be used in calculating the graduate admission grade point average, except that UT Pan American shall base

the calculation on the last 60 attempted credit hours (or equivalent) of college work, which include any previous

work in a graduate or professional school other than remedial or non-credit courses.

January 14, First day of classes

January 30, Twelfth class day, Census Date

February 12, Last day to drop a course or to withdraw from the University with a grade of “DR” or “W” recorded; last day to change to noncredit

April 11, Last day to drop courses or withdraw through the Office of the Registrar

May 1-2, Limited departmental final examinations, Dead Days.

NEW JERSEY CITY UNIVERSITY – NEW JERSEY

“W” (official withdrawal) Grade: This option is available between the time add/drop ends and the deadline dates identified below. Academic Foundations courses cannot be dropped or withdrawn from without the approval of the Office of the Dean of the William J. Maxwell College of Arts and Sciences. A student who has earned thirty (30) credits or more cannot drop or withdraw from an All University Requirements course, except in exchange for a different section of the same course or with the approval of the Office of the

Dean of William J. Maxwell College of Arts and Sciences. This grade is only applicable to the student who officially withdraws from a course by filing a completed withdrawal form with the Office of the Registrar. The deadline dates for filing are November 15 for the fall

semester and April 15 for the spring semester. The mid-semester points for summer sessions are the deadline dates for these sessions. For all officially withdrawn students, the instructor’s final grade roster will have the grade “W” imprinted in the grade column next to the student’s name. A student who does not complete course work and does not officially withdraw will receive the grade of “F.” In extraordinary circumstances, such as hospitalization for an accident or illness, a student may submit a written request to the appropriate

academic dean for an official withdrawal after the deadline date. Such requests must be accompanied by appropriate documentation of the

time and nature of the circumstances. Decisions by the Academic Dean on these requests are final. Timely withdrawals may be eligible

for a reduction in charges. For a reduction, students are required to file an official form with the Registrar. A partial reduction in charges is available only if the student has officially withdrawn from a course within the first third of the semester or summer session. Deadlines for withdrawals are listed in the Master Course list.

“R” Grade: This grade is only used in Academic Foundations Courses. The grade is given to a student who demonstrates progress in the course but not sufficient progress to warrant a passing grade. The student who receives an “R” grade must either repeat the course or demonstrate sufficient progress to participate at the next level of coursework. Students are allowed to receive one “R” grade per course. When the course is repeated, an “F” grade results in dismissal from the University. The mailing date for all Student Grade Reports is three weeks after the last day of the semester.

Repeated Courses

A student must repeat a course he/she has failed if the specific course is required for graduation. When a course is repeated, both the original course and grade and the subsequent course and grade are reflected on the transcript, but the credit is counted only once toward the degree requirements. Students may elect to omit computation of the lower grade of a repeated course from their grade point average by filing a Grade Recomputation form in the Registrar's Office. Read Grade Recomputation Policy.

Grade Recomputation

(Effective Spring 1992 Semester)

- 1) A student can repeat a course and elect once to have the lower grade received for that course excluded from the grade point average.
- 2) All grades will remain on the official transcript. An explanation of this policy appears on the transcript.
- 3) Any course may be repeated, subject to department policies restricting students from repeating an elementary course, once a more advanced course has been completed. No substitutions are allowed.
- 4) A student may elect grade recomputation for not more than 16 credits.
- 5) The student electing grade recomputation must make the election by filing a grade recomputation form with the Registrar, Hepburn Hall, Rm. 214.
- 6) The election is not automatic. A student who fails to file the proper form will have both grades included in the GPA.
- 7) This policy is not retroactive. Courses repeated prior to the effective date of this policy are not eligible for grade recomputation.
- 8) This policy does not apply to students who have graduated.
- 9) Credit for courses repeated is applicable only once toward the degree.
- 10) If a student officially withdraws from a course in which the grade computation option is made, the option becomes void.

2008 SPRING SEMESTER

January 14 - 2008 Spring Semester classes begin.

January 22 - Final day to drop a course(s) for 100% refund of tuition at the Registrar's Office, H-214

February 25 - Final day to withdraw from a course(s) for a 50% refund of tuition with a "W" grade(s) at the Registrar's Office, H-214.

April 15 - Final Day to withdraw from a course(s) for a "W" grade(s) at the Registrar's Office, H-214.

May 6 to 12 - Final examinations for the 2008 Spring Semester.

CITY UNIVERSITY OF NEW YORK – LEHMAN COLLEGE

WITHDRAWAL FROM COURSES

Drop/Add Period. Students may adjust their programs during the Drop/Add period at the beginning of each semester, provided there is space in a newly selected course and they maintain the minimum credit load for their status.

Withdrawals after Drop/Add. The grade of W, withdrawal without penalty, is awarded only when it is clear that a student has a good and sufficient reason for withdrawing from a course and is doing so at a time when he or she is doing passing work in the course. Applications for withdrawal are accepted through the tenth week of each semester.

Students desiring to drop a course in their major must obtain a recommendation from the chair or the adviser of the appropriate department program. No faculty member or counselor may withdraw a student from a course.

The following grades govern official and unofficial withdrawals after the Drop/Add period. The deadline dates are published each semester by the Office of Academic Standards and Evaluation.

Grades

Official withdrawal without penalty W

Unofficial withdrawal with penalty WU

Official withdrawal with penalty if failing or as indicated below F

NOTE: Although Ws carry no index penalty, they are credits attempted for the purpose of measuring satisfactory academic progress.

After the tenth week of each semester, students may appeal for withdrawals to the Committee on Admission and Standing, but only for documented reasons of serious illness or serious personal emergency. Students should submit their appeals to the Office of Academic Standards and Evaluation (Shuster Hall, Room 280).

Students receiving financial aid should discuss in advance with the Office of Financial Aid the consequences of withdrawing from a course.

REPEATED COURSES

Students, if they wish, may repeat one time only courses in which they have earned D grades. The D grade will stand, and the new grade will be averaged in the cumulative index, but the course will be credited only once. Undergraduate students may remove up to 16 credits worth of F penalty grades from their Grade Point Average by repeating the course in which the penalty grade was received and earning a grade of C- or better as long as the original penalty grade was earned in the Fall 1984 or thereafter and the

course was repeated in the Fall 1990 or thereafter. The original F penalty grade remains on the transcript. Students should consult with the Office of Academic Standards and Evaluation regarding University guidelines affecting the repetition of courses in which a penalty grade has been received. If students repeat courses in which they have received grades, the repeated courses will neither be credited nor counted either in the students' semester or cumulative indices.

SPRING 2008

Fri., Jan. 25 - First day of classes

Thurs., Jan. 31 - Last day to drop with 75% refund

Thurs., Feb. 7 - Last day to drop with 50% refund

Thurs., Feb. 14 - Last day to drop with 25% refund – NO REFUND AFTER THIS DATE

Fri., Mar. 28 - Last day to withdraw with "W" grade – NO REFUND

Wed., May 14 - Last day of WEEKDAY classes

AUBURN UNIVERSITY – MONTGOMERY

Attendance and Repayment Policy

Attendance monitoring is required by the U.S. Department of Education to support any disbursements made to eligible students receiving federal or state financial aid funds. Failure to begin attendance in any course for which you have registered will require a pro rata reduction in Pell Grant awards and possible cancellation of student loans.

Faculty will report “no shows” after the first two weeks of class each term and will subsequently post an FA grade for any student who does not withdraw prior to the drop date. Students are encouraged to make sure that faculty know they are attending early in the term to avoid a “no show” reduction in awards. Students also should be aware that a total withdrawal from AUM will require a review of awards and the possible reduction or repayment of funds unearned by attendance. See Financial Aid Repayment Policy under the catalog section Schedule Adjustment.

Resignation: Resignation occurs when a student decides to withdraw from all courses for which he or she is registered. If a student resigns prior to the day identified as the fifth day of classes, the courses will be deleted from the transcript. Resignation after classes have started on the sixth day will result in a student receiving a grade of W (Withdrawal). The deadline for withdrawing/resigning from a course is identified on the student registration system WEBSTER.

This date is specified in the academic calendar.

When a student, as a result of exceptional or emergency circumstances, is forced to withdraw from a course after the withdrawal date for the term, the student may petition, in writing, the dean of the school in which the course is offered. A student may not withdraw from a course after the deadline if he or she is failing. The dean will contact the student’s instructor to determine the student’s scholastic standing at the time of the request to withdraw.

Grade Adjustment/Course Repeat Policy

AUM has implemented the following grade adjustment/course repeat policy effective for all currently enrolled, fully admitted undergraduate students.

Undergraduate students enrolled at either Auburn University campus may delete a maximum of three course grades of D or F (including FA or U) associated with their undergraduatedegree program from the computation of their cumulative grade point average. (This includes all undergraduate work at AUM.)

Grades and credit considered as transfer credit at either Auburn campus, grades earned in a previously awarded baccalaureate degree, or grades that have been assigned as a result of academic misconduct are excluded from this policy.

This policy does not offer exemption from academic requirements for AUM degrees; adjustment only applies to grades in individual courses. All core and

major requirements must be met for graduation. Students should be aware that D or F/FA/U grades in required courses may be deleted from the computation of the cumulative grade point average prior to a repeat, but must be repeated at AUM before graduation. Where a specific course is required for the core or a major, that course must be repeated to replace the deleted grade. Courses covered by this policy and needed to meet core area requirements or elective courses within a major may, subject to the approval of the academic dean, be replaced by any course accepted for that requirement, where applicable.

All courses for which a grade is awarded will remain on the transcript. Courses for which a grade has been deleted from the cumulative grade point average will have the grade recorded and a notation that the grade has been excluded from the earned hours and the cumulative grade point average. Students may submit a written request for grade deletion to their academic dean's office at any time prior to graduation. Once a request for deletion of a grade has been granted and that grade has been removed from the calculation of the cumulative grade point average, the grade and credit cannot be restored.

Deletion of grades is only available to currently enrolled, regularly admitted undergraduate students and is not available to former students. Students should follow AUM guidelines for the repeat of courses in which grades of A, B, or C have been awarded. However, all grades will be used for determining all academic honors.

All AUM transcripts will include two grade point averages: a semester grade point average and a cumulative grade point average. The transcript will carry an appropriate notation that these grade point averages may not include grades for all courses attempted. For further information on this policy, please consult the dean of your school.

Spring 2008

January 9 last day for 100% refund of tuition & all fees

January 10 late registration fee/regular class work begins

January 11 last day for 100% refund of tuition & tech fees

January 14 last day for 90% refund

January 30 last day for 50% refund

March 21 last day to drop/resign classes

May 1-6 last days of classes

INDIANA UNIVERSITY – NORTHWEST

Withdrawals from Courses

A student may withdraw from a course during the first 10 weeks of the semester (fifth week of a summer session) and will automatically receive a grade of W. After the tenth week (fifth week of a summer session), the grade shall be W or F as determined by the instructor.

At any time during the semester, the student may secure a Schedule Adjustment Form from the registrar's office. A completed form must be submitted to the registrar's office within seven days from the date of issuance in order for the change to be valid. The effective date of the form for grading and refund purposes will be the date of processing in the registrar's office.

Withdrawals during the automatic W period require the signatures of the student and the academic advisor. After the automatic withdrawal period, a student may withdraw only with the permission of his or her division dean or director. This approval is given only for urgent reasons relating to extended illness or equivalent distress. To qualify for the grade of W, a student must be passing the course on the date of withdrawal. If the student is failing, the grade recorded on the date of withdrawal will be F. Students who alter their original class schedules, whether by personal incentive or by university directive, must do so officially by the procedure outlined above. Students who do not assume this responsibility are jeopardizing their records by the possibility of incurring an F in a course not properly dropped or not receiving credit in a course improperly added.

Students who simply stop attending classes without formally withdrawing will jeopardize their student status and will become liable for repayment of all federal financial aid.

FX

This grade marking is defined in the student transcript as representing an F grade in a course that has been removed from GPA calculations by a subsequent retake of the course. The policy pertains only to undergraduate students. The policy of re-enrollment pertains only to a course in which an F was previously received. A grade of D, or any other grade, cannot be improved via this policy. In retaking the course the student must receive a regular letter grade of A, B, C, D, F, P, or S to change the original F to an FX. The grades of W or I will not qualify for removal. Students wishing to repeat a course in which they received an F must secure the approval of the chairperson of their division prior to repeating the course. The course in which the student re-enrolls should be the same course in which an F was previously received.

The FX policy has the following limitations:

1. A student may exercise the FX option for no more than three courses totaling no more than 10 credits.
2. A student may use the FX option only once for a given course.

PURDUE UNIVERSITY - CALUMET

Withdrawal from Courses

In order to officially withdraw from a course, students must submit a properly signed Add/Drop card to the

Office of the Registrar. Courses may be dropped only during the first twelve weeks of a semester (first six weeks

of a summer session). The following table summarizes the withdrawal policies:

Week Restrictions

1 through 3 Course will not be recorded.

4 through 12 Course will be recorded with a directed grade of "W".

13 through 16 Courses cannot be dropped during this period.

Consult the Academic Calendar or check with the Office of the Registrar to determine the **EXACT** withdrawal

dates during a semester.

Repeated Courses Policy

The graduation index is a weighted average of all grades received by a student while in the enrolled curriculum plus all other grades received in courses taken in other curricula offered by the University and properly accepted as satisfying the requirements of the School of which the student is enrolled.

With the advisor's consent, a student may repeat a course. In the case of courses which have been repeated, or in which conditional grades have been removed, or for which a substantially equivalent course has been substituted, the most recent grade received (excepting "I") shall be used.

The grade in a remedial level course, as identified by the student's school, may be deleted from the graduation index upon the recommendation of the student's school.

Jan 11 - Last Day for 100% refund for Spring 2008 Tuition & Fees, 4:30pm

Jan 14 - Classes Begin, 8:00 am; Begin Late Registration, 8:30am; 80% Refund Begins

Jan 18 - End Late Registration, 4:30pm; 80% Refund Ends, 4:30pm

Jan 28 - 60% Refund Ends, 6:30pm

Feb 4 - Last day for 40% Refund for Spring 2008 Tuition and Fees, 6:30pm

Feb 11 - Last Day for 20% Refund for Spring 2008 Tuition and Fees, 6:30pm

Apr 11 - Last Day to Drop Spring 2008 Classes, 4:30pm

May 3 - Spring 2008 Classes END, 11:00 pm

UNIVERSITY OF TEXAS – BRONWSVILLE – TX

Adds and Drops

A student may add or drop a course during the first week of classes in the Fall and Spring semesters.

After the Add and Drop period, a student may add or drop a course for academic reasons only with permission of the appropriate Dean. The determination of the Dean is final.

Students may not drop developmental courses except under extenuating personal circumstances and with the approval of the Director of Counseling and Guidance. After the Add/Drop period, a student may withdraw with a "W" from an academic course before the deadline at the Enrollment Office located at Tandy Hall 105. A student's financial assistance may be affected when withdrawing from a class.

Students should be advised that the state legislature has capped the number of developmental hours the state will fund at 27 and the number of undergraduate credit hours at 170. Courses dropped after the twelfth class day count against those totals.

Repeated Courses

When a course is repeated, only the last grade and hours earned are used to calculate the grade point average. (Graduate courses follow a different method of calculation.)

First Class Day	- January 14
Add/Drop Period	- January 14-16
Deadline to Withdraw without Recorded Grade	- January 30
Deadline to Withdraw with a "W" (60%)	- March 24
Last Class Day	- April 28

Withdrawal:

A student can only drop a course after the add/drop deadline after consultation with his/her academic advisor. A student that drops a course after the add/drop deadline will have a grade of W assigned to that course. The drop deadline with a grade of W should be the end of the eighth week of classes in the fall and spring semesters, at end of the third week during summer sessions Ia and II, and at the end of the sixth week of summer session Ib. No student is eligible to receive a W without completing the official drop process by this deadline. After the drop date listed in the class schedule, a student will not be allowed to drop a course. A change of section or a change to or from audit is a change of registration and requires that the add/drop process be followed. Students should be aware that dropping courses may affect their eligibility for financial assistance. If a student should drop all courses for a given semester or term, a Withdrawal Form must be processed¹. New students and transfer students are limited in the number of semester hours from which they can withdraw. Students with fewer than 7 transfer hours are allowed to withdraw from a total of 24 semester hours during the pursuit of the baccalaureate degree.

The maximum number of hours from which a transfer student may withdraw during pursuit of a baccalaureate degree at NEIU is determined by the number of hours of transfer credit accepted at the time of enrollment at NEIU plus all hours earned at NEIU prior to enrollment, as indicated in the following table.

<i>Transfer Plus Pre-enrollment NEIU Hours</i>	<i>Maximum Withdrawal Hours¹</i>
0-6	24
7-15	21
16-30	18
31-45	15
46 or more	12

¹A total withdrawal from all the courses due to documented emergency cases, such as health related issues, will not count toward the maximum withdrawal hours.

All exceptions to this policy must be approved by the dean of the appropriate college.