	<b>COLLEGE OF GRADUATE STUDIES</b>	<b>COGS Policy No: 100-2</b>
<b>POLICY TITLE: Course Drop and Course Withdraw</b>		<b>EFFECTIVE DATE: 8/5/2014</b>
<b>RESPONSIBLE DEPARTMENT: College of Graduate Studies, Enrollment Services and Registrar</b>		

**(A) PURPOSE**

To establish the standards for Course Drop and Withdraws in the College of Graduate Studies

**(B) SCOPE**

The scope of this policy includes all students enrolled in any degree or certificate programs in the College of Graduate Studies

**(C) DEFINITIONS**


“Course drop” refers to situations where students dis-enroll from one or more courses within ten (10) business days after the beginning of the course(s), while remaining enrolled in at least one course.

“Course withdrawal” refers to situations where students dis-enroll from a course after the course drop deadline but before the last day of instruction, or before the final exam, while remaining enrolled in at least one course.

**(D) POLICY STATEMENT**

**(1) Course Drop**

Students may drop or add a courses before or within the first ten (10) business days of the start of the term in which the course is being offered. A student who wishes to drop a course must do so by utilizing the add/drop feature within the registration functionality offered through DOCS/Self-Service. A student who drops a course within the prescribed time frame has effectively cancelled his/her registration. In such situations, no record of the course will appear on his/her transcript. Students enrolled in cross-registered courses must adhere to the drop/add procedures of their home institution.


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**(2) Course Withdraw**

Students who wish to withdraw from in a course after the ten (10) business day course drop/add date may do so up until the last day of instruction or before the final exam, whichever is earlier. A student who wishes to withdraw from a course must complete and submit a signed course withdraw form to the Office of Enrollment Services for processing. Forms are available in Enrollment Services and may also be accessed electronically from the Enrollment Services website. Students who officially withdraw from courses will receive a withdraw notation (“W” grade) on their transcript. Non-attendance does not constitute an official withdraw from a course. A grade of “F” may be assigned when a student fails to properly complete a course or withdraw.

**(3) Tuition Refunds**

Tuition Refunds for courses that a student drops or withdraws from will be awarded in accordance with University policy as set forth in the Finance provisions of the University Course Catalog.

 <p><b>Northeast Ohio</b> MEDICAL UNIVERSITY</p> <p><b>COLLEGE OF GRADUATE STUDIES</b></p>	<p><b>COGS Policy No:</b> <b>100-2</b></p>
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**REFERENCES**

**FORMS**

**CROSS-REFERENCE**

**REVISION HISTORY**

**RULE PROMULGATED UNDER**

**LEGAL**