NEOMED ACADEMIC POLICY	Policy No: 3349-AC-360
ACADEMIC POLICY TITLE: COGS - Course Drop and Course Withdraw	EFFECTIVE DATE: 8/5/2014
RESPONSIBLE DEPARTMENT: College of Graduate Studies, Enrollment Services and Registrar	APPLIES TO: COGS Students

(A) PURPOSE

To establish the standards for Course Drops and Withdraws in the College of Graduate Studies (COGS).

(B) SCOPE

The scope of this policy includes all students enrolled in any degree or certificate programs in the COGS.

(C) DEFINITIONS

(1) "Course Add/drop" refers to situations where students enroll/cancel enrollment from one or more courses within ten (10) calendar days for sixteen (16) week terms, seven (7) days for twelve (12) week terms, and four (4) days for six (6) week terms after the beginning of the course(s), while remaining enrolled in at least one (1) course.

(2) "Course withdrawal" refers to situations where students cancel enrollment 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 (1) course.

(D) POLICY STATEMENT

(1) Course Drop

(a) Students may drop or add a course before or within the add/drop period of the term in which the course is being offered. A student may drop a course by utilizing the add/drop feature within the registration offered through Banner/Self-Service. A student who drops a course within the prescribed time frame has effectively cancelled his/her registration in that course. 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 the student's home institution.

(2) Course Withdraw

(a) Students who wish to withdraw from in a course after the course drop/add date may do so up until the last day of instruction or before the final exam, whichever is earlier. To withdraw from a course, students must complete and submit a signed course withdraw form to the Office of the Registrar. Forms are available in Registrar's Office and may also be accessed electronically from the Registrar's website. Students who withdraw from courses will receive a withdrawal notation (i.e., a "W" grade) on their transcript.

(b) Non-attendance does not constitute a 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

(a) Tuition refunds for courses that a student drops or withdraws from will be granted in accordance with University policy as set forth in the Finance section of the NEOMED Compass.