

# Course Drops

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Remove one or more courses from a schedule but remained enrolled in at least one credit.

## Course Drops during the First Two Weeks <sup>1</sup> (*Semester-long courses at UW-Green Bay*)

Enrolled students are able to drop *individual* regular 14-week semester-long courses during the first two weeks of the fall/spring semester with no academic grade assigned or financial penalty<sup>2</sup>. Students in courses that are less than 14 weeks in duration can drop the course with no grade assigned, during the 1st week.

## Late Drop ( *Semester-long courses at UW-Green Bay*)

- *Week 3 to week 6*: Students can drop classes on their own and a DR (drop grade) will appear on the transcript.
- *Week 7 to the end of the term*: Drops are not allowed. Students must submit a Late Drop Petition (<http://catalog.uwgb.edu/graduate/general-information/academic-rules-regulations/petition/>) which must be approved by the Enrollment Review Committee. Petitions are only approved for extenuating circumstances with supporting documentation. If a late drop is granted, students remain responsible for the tuition and fees assessed for the course as they received instruction and held a seat in the course. A DR (drop grade) will appear on the transcript.

## Late Drop (Courses less than 14 weeks in duration)

- From the start of week two until half the course duration (50%), a student may drop the course, and a DR (drop grade) will appear on the transcript.
- Following one day after half the course duration, a student must submit a Late Drop Petition (<http://catalog.uwgb.edu/graduate/general-information/academic-rules-regulations/petition/>) which must be approved by the Enrollment Review Committee. Petitions are only approved for extenuating circumstances with supporting documentation. If a late drop is granted, students remain responsible for the tuition and fees assessed for the course as they received instruction and held a seat in the course.

Financial adjustments for course drops vary based on the effect on course load and timing of the drop. Consult the Bursar fee information for these dates.

<sup>1</sup> A week is defined as 7 calendar days, beginning on the first day of a term or session, for the purposes of adds, drops or withdrawal deadlines.

<sup>2</sup> Tuition refunds and/or withdrawal fees vary by length of course and date of transaction. Please consult the Fee deadlines for the appropriate semester on the Bursar website for more details (<http://www.uwgb.edu/bursar/term-deadline-calendar/>). Please note that financial deadlines are different from academic deadlines.