



Subject: Course Drop and Withdrawal Policy

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1. Purpose

This policy establishes the conditions under which a student can drop or withdraw from a course and describes the procedures for a course drop or withdrawal.

2. Policy

2.1 Dropping a Course

Students may modify their schedules during the schedule adjustment period at the beginning of each trimester. Leaving the course during this time is considered a drop, not a course withdrawal. The course will not show on the student's transcript and the student will receive a tuition refund as outlined in the [Refund Policy](#).

Students who have courses that begin later than the schedule adjustment period may drop the course up to one calendar day before the date the course is scheduled to begin, per the start date in the Data Portal. A student wishing to leave a course after this date will need to follow the course withdrawal policy and procedures outlined below.

Students are encouraged to consult with the Financial Aid Office as well as their Academic Advisor prior to dropping a course.

2.2 Course Withdrawals

After the timeline to drop a course has passed, students may withdraw from a course up to 14 calendar days before the course ends, per the course end date in the data portal. A course withdrawal is reflected as a "W" on the official transcript. The effective date of a course withdrawal will be the date on which the student notifies a university official in writing of their intent to withdraw. The student's eligibility for a tuition refund is outlined in the [Refund Policy](#).

Students who withdraw from a required course will need to re-take the course in its entirety. Students who stop attending classes and do not submit a completed add/drop/withdrawal form will receive the grade they earn in the course and will be responsible for the payment of all tuition and fees. See [Policy 6051 Unofficial Withdrawal Policy](#) for more details.

An exception to this policy is an Excused Withdrawal ("E" grade) due to extenuating circumstances defined as recent, unpreventable, and unforeseeable situations that have a severe impact on academic performance. This circumstance must have occurred during the term for which a student is requesting an Excused Withdrawal. Students who are requesting an "E" grade due to extenuating circumstances must first withdraw from the course(s) and then complete the [Excused Withdrawal Due to Extenuating Circumstances Request Form](#). Decisions to grant an "E" grade will be rendered based on the information a student provides on the Request Form and the associated verifiable third-party documentation to support the request. Students must be granted a standard withdraw ("W" grade) before requesting an "E" grade. Requesting an "E" grade does not guarantee approval.

3. Procedures

To drop or withdraw from a course, students must complete and sign a [Course Add/Drop/Withdrawal Form](#) and submit it to the Registrar's Office. In the case of course withdrawals, the form must be signed by the student's Academic Advisor. Students receiving financial aid should contact the Financial Aid Office before dropping or withdrawing from a course to discuss the impact this may have on current and future aid. Students should contact the Finance Department about any refunds that may be applicable.

Once a "W" grade is approved, qualifying students can submit the [Excused Withdrawal Due to Extenuating Circumstances Request Form](#) online.

4. References

Course Add/Drop/Withdrawal Form

<https://www.muoh.edu/academics/student-policies>

Excused Withdrawal Due to Extenuating Circumstances Request Form

<https://www.muoh.edu/academics/student-policies>

Policy 6051 Unofficial Withdrawal Policy

<https://www.muoh.edu/academics/student-policies>

Refund Policy

<https://www.muoh.edu/admissions/student-consumer-information>

5. Approval and Revisions

Approved August 22, 2018 by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Revision 1

Policy expanded to include both course drops and withdrawals.

Approved June 21, 2019, by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Revision 2

Policy modified to include Excused Withdrawals.

Approved July 21, 2021, by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.