Dropping a Course

The student should discuss the decision to drop a course(s) with his/her advisor. Course(s) must be dropped online via the [Student Information System (SIS)](#) or [Navigate](#).

Students who formally drop a course in a timely manner will have information entered on their academic record as follows:

- Grades are not recorded for students who drop a course(s) during the refund period.
- A grade of "W" is awarded to students who drop a course(s) during the first 60% of the semester (after the refund period). This may, however, result in a change in student status for financial aid, veteran's benefits, insurance discounts, etc.

Students who fail to officially drop a course for which they are not attending will receive an administrative failure for such courses on their transcripts.