

Add/Drop/Withdrawal Chart

5-Week Course		7-Week Course		8-Week Course		10-Week Course		16-Week Course	
Week 1	Add/Drop (7)	Week 1	Add/Drop (7)	Week 1	Add/Drop (7)	Week 1	Add/Drop (7)	Week 1	Add/Drop (14)
Week 2	W	Week 2	W	Week 2	W	Week 2	W	Week 2	Add/Drop (14)
Week 3	W	Week 3	W	Week 3	W	Week 3	W	Week 3	W
Week 4	WP/WF	Week 4	W	Week 4	W	Week 4	W	Week 4	W
Week 5	Earned grade	Week 5	WP/WF	Week 5	W	Week 5	W	Week 5	W
		Week 6	WP/WF	Week 6	WP/WF	Week 6	W	Week 6	W
		Week 7	Earned grade	Week 7	WP/WF	Week 7	WP/WF	Week 7	W
				Week 8	Earned grade	Week 8	WP/WF	Week 8	W
						Week 9	WP/WF	Week 9	W
						Week 10	Earned grade	Week 10	W
								Week 11	WP/WF
								Week 12	WP/WF
								Week 13	WP/WF
								Week 14	WP/WF
								Week 15	Earned grade
								Week 16	Earned grade

The number in () indicates the number of CALENDAR days a student has to drop from the course (not business days).

All accelerated classes will start on a Monday and the last day to add/drop will be on the following Sunday at 11:59:59 pm CST. When add/drop/withdrawing students from accelerated courses, be sure to use the Add/Drop for Accelerated Program form, instead of the version used for traditional students.

For 16-Week Courses, see the published academic calendar for precise dates for add/drop and withdrawal each term—they may not exactly match up with the above policy timeline due to adjustments for weekends or holidays.

- **Add/Drop Period:** Course can be dropped with no record and no charge
- **W, or Withdrawal Period:** Course will remain on transcript with grade of “W.” A “W” has no effect on GPA, but does effect total attempted credits, and the course will be included on the bill at full cost.
- **WP/WF, or Withdrawal-Passing/Withdrawal-Failing Period:** Course will remain on transcript with grade of “WP” or “WF.” A “WP/WF” has no effect on GPA, but does effect total attempted credits, and the course will be included on the bill at full cost. In addition, anyone who reviews the transcript will know that the student was either Passing or Failing the course at the point of Withdrawal, as signified by the “P” or “F” portion of the grade.
- **Earned Grade Period:** During the final week of an accelerated course, students cannot withdraw from the course. They will receive the grade they earned from that point forward, even if that grade is an “F.”