

Code: A-035
Date: February 23, 1982
Revised: March 25, 1985
Approved: Robert L. Carothers
Revised: May 2002
Approved: David C. Danahar

SOUTHWEST MINNESOTA STATE UNIVERSITY

POLICY

DROP / ADD / WITHDRAW

If a student drops a course during the first five (5) instructional days of the Fall or Spring Semesters, or the first two (2) instructional days of the Summer Session, an entry will not be placed on the Official Transcript. If a student drops a course during the sixth (6) instructional day, through the fiftieth (50) instructional day of Fall or Spring Semester, or during the third (3) instructional day through the twelfth (12) instructional day of the Summer Session, an entry of W (Withdrawn) will be placed on the Official Transcript.

After the fiftieth (50) instructional day of the Fall or Spring Semester or the twelfth (12) day of the Summer Session, a student cannot drop a course and receive a grade of W (Withdrawn). This includes those students withdrawing from the University. Students who withdraw entirely from the University may receive exception to this policy with approval from the Provost.

A student may add new courses through but not after the fifth (5) instructional day of the Fall or Spring Semester, or through but not after the second (2) instructional day for the Summer Session without the instructor's written approval. A student registering for an evening class must be registered by the second meeting of the class.