

COURSE WITHDRAWAL POLICY

Drop and Withdrawal Periods

Drop Period

Prior to the start of the semester classes and during the first week students may drop courses via the web for 12-week, 8-week, and 3-week courses. To change registration after the second week begins, students must complete a Course Registration Form found in Registrar Forms (<https://www.hiram.edu/academics/courses-registration/registrar/registrar-forms/>).

During the **drop period**, there is no mark on the transcript and the hours dropped do not count in the total 18 tuition hours allotted for the entire 15-week semester.

- **12-week** - First two weeks of the semester
- **8-week** - First week of the course
- **3-week** - First two weeks of the semester and through third day of the course

Students who wish to replace one course for another should refer to the Course Swap Policy (<https://catalog.hiram.edu/undergraduate/student-registration-academic-policies/three-week-course-swap-policy/>).

Student athletes need the Athletic Director's signature for drops and withdraws that take the student below 12 active credit hours.

Withdrawal Period

During the **withdrawal period**, courses will receive a "W" (Withdraw) on the transcript and are counted in the 18 total tuition hours allotted for the entire 15-week semester. A grade of "W" is not calculated in grade-point average.

- **12-week** - Weeks three through end of course (prior to finals)
- **8-week** - Weeks two through end of course
- **3-week** - Day four through end of course (prior to finals)

Advisor signature is needed to withdraw.

Any course receiving a "W" is counted in total billed hours. If a student adds additional hours because of withdrawing from a course, and the added hours place the student above the tuition allotted 18 hours, additional charges will be billed during the semester in which they are taken.

Please Note: Dropping and withdrawing from courses at any point in the semester may affect tuition, financial aid, housing, and/or athletic eligibility. Students should consult with the appropriate College departments before making any course schedule changes. Students on academic probation are responsible for fulfilling the terms of probation as set forth by the Academic Review Board. If a student is unsure of the terms of probation, they should contact their advisor.