Student Withdrawal Agreement

Guidelines for Dropping a Course

Dropping before attending class:

If you drop a class before it begins you can self drop on salukinet. You can do this by going to your records, then registration, and then to the add/drop page. If classes are dropped before they begin no assistance is needed from the office staff.

Dropping before the add/drop date:

If you encounter a situation in which you need to drop a course after the class has begun, and you have attended any class weekend (full or partial) you MUST come into the office to sign paperwork. You will not be dropped from the desired course(s) without filling out and signing necessary paperwork at our office. **DO NOT GO ONLINE AND TRY TO DROP YOURSELF AFTER COURSES HAVE BEGUN.** Failure to inform this office of the immediate need for dropping any courses will result in your liability for payment of those courses. We cannot drop you out of a course after the add/drop date that is listed on the class schedule.

Dropping after the add/drop date:

Exceptions for dropping students from courses after the add/drop deadline are only made in circumstances of dire medical need, or for active duty military who are being deployed or have a PCS. Appropriate documentation will be required in all circumstances. The student must drop in the office and a signature will be required. **Do not attempt to drop courses online if you find yourself in this situation, you must come into the office.**

By signing below you certify that you have read and will adhere to the above statements.

______________________________________________     ________________
Student Signature                                                                     Date