

Dropping Classes

To avoid a transcript entry for a dropped course, students must drop the class prior to the census date (10% point) of the class. After the 10% point of the class, but before the beginning of the exam period, a grade of W will be entered on the student's transcript. After the exam period begins, a grade of F will be recorded, unless students officially withdraw from all courses. ([Procedure 3.01.10](#))

Students can drop a course prior to the census date of a class by dropping the course in [Self-Service](#) or by completing a Drop/Add/Withdrawal Form, available in Student Services. After completing the form, the relevant instructor(s) and the student's faculty advisor should sign the form. The completed form should then be submitted to the registrar's office by the student.

Dropping Traditional Classes

Traditional classes are classes in which 100% of the instruction is delivered face-to-face with the instructor and student. Students wishing to drop a traditional class should complete a Drop/Add/Withdrawal Form, available in Student Services. After the form is completed, the relevant instructor(s) and the student's faculty advisor should sign the form. The completed form should then be submitted to the registrar's office by the student.

Dropping Blended/Hybrid/Online Classes

Blended/hybrid/online classes are classes in which 100% or a portion of the instruction is delivered online and a portion is delivered face-to-face with the instructor and student. Students wishing to drop a blended, hybrid or online class should email the instructor using their Rams Mail student account. The email should include the course information (prefix, number, and section), a statement of intent to drop, and the student's name and identification number. The instructor will add the last date of attendance to the email request and forward the message to the registrar's office.