

# Dropping All Courses – Summer Session 2016

## Withdrawing from the University

If a student is dropping all of his/her courses (excluding the self-paced OC courses), the appropriate program tuition adjustment schedules apply, and the timelines and procedures are as follows:

Withdrawal Date	Colleges	Procedures
Through M – 5/19/16 A – 6/20/16 B – 7/25/16 C – 7/1/16 D – 7/13/16 D(900-999)–7/25/16 E&F – See website G – 8/11/16	ENVD; Law; Education; MBA; Music	Students must complete the “Withdrawal Form.” No signatures are necessary. Dean’s signature is required to withdraw after this date.
Through M – 5/25/16 A – 6/30/16 B – 8/4/16 C – 7/21/16 D – 8/4/16 E&F – See website G – 8/17/16	Arts & Sciences; Business; Engineering; Graduate School; Journalism; Non-Degree	Students must complete “Withdrawal Form”. No signatures are necessary. After this date, students must petition their dean. Non-degree students petition the Dean of CEPS.

## Petitioning for exceptions to the tuition adjustment policy

Before **degree** students can petition Continuing Education & Professional Studies for an exception to the tuition adjustment policy, they must have already secured their Dean’s approval of their late drop(s).

**Non-degree** students requesting tuition adjustment exceptions must complete the Petition Withdrawal Form and go through the petition process.

## Suspended Engineering Students

Engineering students on suspension (having an active main campus suspension) taking **only** CEPS classes can withdraw from one or all classes through the last day of the semester without petitioning their Dean. They may be enrolled in only 2 OC (self-paced and term-based) courses at any given time, and may not be enrolled in more than 15 total credit hours during the summer term.

# Summer Session 2016 – Maymester (Sections 001-099/800-809)

## Drops/Withdrawals

**Dropping some courses:** If a student is dropping one or more, but not all courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/ Withdrawal	Amount of Adjustment	Procedures
Through 5/10/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
5/11/16 – 5/19/16	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 5/19/16	None	<b>Non-degree</b> students must petition the dean of CEPS and must have an instructor signature. <b>Degree students</b> must petition the dean of the college in which they are enrolled, and must have an instructor signature.

**Petitioning for tuition adjustment exceptions:** Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

## Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 5/10/16	Student must complete a registration form, 'Drop/Add and Petition Voucher,' and/or 'Special Action Form,' depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
5/11/16 – 5/23/16	Student must obtain the instructor's signature on a Drop/Add Form or Special Action Form. A signed letter from the instructor is also acceptable.
After 5/23/16	Student must have instructor's signature and must petition the dean of the college in which they are enrolled.***

**Waitlists:** The deadline for Maymester students to add their name to a waitlist is 5/9/16. Waitlists are cancelled on 5/10/16 at 4:30 pm.

## Special Grading Options (Pass/Fail and No-Credit)

If a student wishes to change to or from a special grading option, the timelines and procedures are as follows:

Date of Request	Procedures
Through 5/10/16	Student may change online or submit an email request to ceregistration.
After 5/10/16	Student must have dean's approval. <b>Degree</b> students must petition the dean of the college in which they are enrolled***. <b>Non-degree</b> students must petition the dean of CEPS.

## Residency Petitions

Residency petitions for in-state tuition classification for nondegree students are due by 5/8/16. The student must meet the residency requirements by the first day of classes.

\*\*\*Arts & Sciences degree students must contact their advisor for more information on the petition process.

☞ Engineering students on suspension (having an active main campus academic stop) taking **only** CEPS classes can withdraw from one or all classes through the last day of the semester without petitioning their Dean.

# Summer Session 2016 – Term A (Sections 100-199/810-819)

## Drops/Withdrawals

**Dropping some courses:** If a student is dropping one or more, but not all courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/ Withdrawal	Amount of Adjustment	Procedures
Through 6/3/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/4/16 – 6/20/16	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 6/20/16	None	<b>Non-degree</b> students must petition the dean of CEPS and must have an instructor signature. <b>Degree students</b> must petition the dean of the college in which they are enrolled, and must have an instructor signature.*** ☞

**Petitioning for tuition adjustment exceptions:** Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

## Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 6/3/16	Student must complete a registration form, 'Drop/Add and Petition Voucher,' and/or 'Special Action Form,' depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
6/4/16 – 6/28/16	Student must obtain the instructor's signature on a Drop/Add Form or Special Action Form. A signed letter from the instructor is also acceptable.
After 6/28/16	Student must have instructor's signature and must petition the dean of the college in which they are enrolled.***

**Waitlists:** The deadline for Term A students to add their name to a waitlist is 6/1/16. Waitlists are cancelled on 6/2/16 at 4:30 pm.

## Special Grading Options (Pass/Fail and No-Credit)

If a student wishes to change to or from a special grading option, the timelines and procedures are as follows:

Date of Request	Procedures
Through 6/3/16	Student may change online or submit an email request to ceregistration.
After 6/3/16	Student must have dean's approval. <b>Degree</b> students must petition the dean of the college in which they are enrolled***. <b>Non-degree</b> students must petition the dean of CEPS.

## Residency Petitions

Residency petitions for in-state tuition classification for nondegree students are due by 6/1/16. The student must meet the residency requirements by the first day of classes.

\*\*\*Arts & Sciences degree students must contact their advisor for more information on the petition process.

☞ Engineering students on suspension (having an active main campus academic stop) taking **only** CEPS classes can withdraw from one or all classes through the last day of the semester without petitioning their Dean.

# Summer Session 2016 – Term B (Sections 200-299/820-829)

## Drops/Withdrawals

**Dropping some courses:** If a student is dropping one or more, but not all courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/ Withdrawal	Amount of Adjustment	Procedures
Through 7/8/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
7/9/16 – 7/25/16	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 7/25/16	None	<b>Non-degree</b> students must petition the dean of CEPS and must have an instructor signature. <b>Degree students</b> must petition the dean of the college in which they are enrolled, and must have an instructor signature. *** ☞

**Petitioning for tuition adjustment exceptions:** Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

## Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 7/8/16	Student must complete a registration form, 'Drop/Add and Petition Voucher,' and/or 'Special Action Form,' depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
7/9/16 – 8/1/16	Student must obtain the instructor's signature on a Drop/Add Form or Special Action Form. A signed letter from the instructor is also acceptable.
After 8/1/16	Student must have instructor's signature and must petition the dean of the college in which they are enrolled.***

**Waitlists:** The deadline for Term B students to add their name to a waitlist is 7/6/16. Waitlists are cancelled on 7/7/16 at 4:30 pm.

## Special Grading Options (Pass/Fail and No-Credit)

If a student wishes to change to or from a special grading option, the timelines and procedures are as follows:

Date of Request	Procedures
Through 7/8/16	Student may change online or submit an email request to ceregistration.
After 7/8/16	Student must have dean's approval. <b>Degree</b> students must petition the dean of the college in which they are enrolled***. <b>Non-degree</b> students must petition the dean of CEPS.

## Residency Petitions

Residency petitions for in-state tuition classification for nondegree students are due by 7/6/16. The student must meet the residency requirements by the first day of classes.

\*\*\*Arts & Sciences degree students must contact their advisor for more information on the petition process.

☞ Engineering students on suspension (having an active main campus academic stop) taking **only** CEPS classes can withdraw from one or all classes through the last day of the semester without petitioning their Dean.

# Summer Session 2016 – Term C (Sections 300-399/830-839)

## Drops/Withdrawals

**Dropping some courses:** If a student is dropping one or more, but not all courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/ Withdrawal	Amount of Adjustment	Procedures
Through 6/7/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/8/16 – 7/1/16	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 7/1/16	None	<b>Non-degree</b> students must petition the dean of CEPS and must have an instructor signature. <b>Degree students</b> must petition the dean of the college in which they are enrolled, and must have an instructor signature. *** ☞

**Petitioning for tuition adjustment exceptions:** Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

## Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 6/7/16	Student must complete a registration form, 'Drop/Add and Petition Voucher,' and/or 'Special Action Form,' depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
6/8/16 – 7/18/16	Student must obtain the instructor's signature on a Drop/Add Form or Special Action Form. A signed letter from the instructor is also acceptable.
After 7/18/16	Student must have instructor's signature and must petition the dean of the college in which they are enrolled.***

**Waitlists:** The deadline for Term C students to add their name to a waitlist is 6/1/16. Waitlists are cancelled on 6/2/16 at 4:30 pm.

## Special Grading Options (Pass/Fail and No-Credit)

If a student wishes to change to or from a special grading option, the timelines and procedures are as follows:

Date of Request	Procedures
Through 6/7/16	Student may change online or submit an email request to ceregistration.
After 6/7/16	Student must have dean's approval. <b>Degree</b> students must petition the dean of the college in which they are enrolled***. <b>Non-degree</b> students must petition the dean of CEPS.

## Residency Petitions

Residency petitions for in-state tuition classification for nondegree students are due by 6/3/16. The student must meet the residency requirements by the first day of classes.

\*\*\*Arts & Sciences degree students must contact their advisor for more information on the petition process.

☞ Engineering students on suspension (having an active main campus academic stop) taking **only** CEPS classes can withdraw from one or all classes through the last day of the semester without petitioning their Dean.

# Summer Session 2016 – Term D (Sections 400-499/840-849)

## Drops/Withdrawals

**Dropping some courses:** If a student is dropping one or more, but not all courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 6/9/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/10/16 – 7/13/16	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 7/13/16	None	<b>Non-degree</b> students must petition the dean of CEPS and must have an instructor signature. <b>Degree students</b> must petition the dean of the college in which they are enrolled, and must have an instructor signature. *** ☞

**Petitioning for tuition adjustment exceptions:** Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

## Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 6/9/16	Student must complete a registration form, 'Drop/Add and Petition Voucher,' and/or 'Special Action Form,' depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
6/10/16 – 8/1/16	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 8/1/16	Student must have instructor's signature and must petition the dean of the college in which they are enrolled.***

**Waitlists:** The deadline for Term D students to add their name to a waitlist is 6/1/16. Waitlists are cancelled on 6/2/16 at 4:30 pm.

## Special Grading Options (Pass/Fail and No-Credit)

If a student wishes to change to or from a special grading option, the timelines and procedures are as follows:

Date of Request	Procedures
Through 6/9/16	Student may change online or submit an email request to ceregistration.
After 6/9/16	Student must have dean's approval. <b>Degree</b> students must petition the dean of the college in which they are enrolled***. <b>Non-degree</b> students must petition the dean of CEPS.

## Residency Petitions

Residency petitions for in-state tuition classification for nondegree students are due by 6/7/16. The student must meet the residency requirements by the first day of classes.

\*\*\*Arts & Sciences degree students must contact their advisor for more information on the petition process.

☞ Engineering students on suspension (having an active main campus academic stop) taking **only** CEPS classes can withdraw from one or all classes through the last day of the semester without petitioning their Dean.

# Summer Session 2016 – Term D

## (Sections 900-999 Independent Study, Thesis or Doctoral Dissertations)

### Drops/Withdrawals

**Dropping some courses:** If a student is dropping one or more, but not all courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/ Withdrawal	Amount of Adjustment	Procedures
Through 7/8/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
7/9/16 – 7/25/16	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 7/25/16	None	<b>Non-degree</b> students must petition the dean of CEPS and must have an instructor signature. <b>Degree students</b> must petition the dean of the college in which they are enrolled, and must have an instructor signature.*** ☞

**Petitioning for tuition adjustment exceptions:** Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

### Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 7/8/16	Student must complete a registration form, 'Drop/Add and Petition Voucher,' and/or 'Special Action Form,' depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
7/9/16 – 8/1/16	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 8/1/16	Student must have instructor's signature and must petition the dean of the college in which they are enrolled.***

**Waitlists:** The deadline for Term D students to add their name to a waitlist is 7/6/16. Waitlists are cancelled on 7/7/16 at 4:30 pm.

### Special Grading Options (Pass/Fail and No-Credit)

If a student wishes to change to or from a special grading option, the timelines and procedures are as follows:

Date of Request	Procedures
Through 7/8/16	Student may change online or submit an email request to ceregistration.
After 7/8/16	Student must have dean's approval. <b>Degree</b> students must petition the dean of the college in which they are enrolled***. <b>Non-degree</b> students must petition the dean of CEPS.

### Residency Petitions

Residency petitions for in-state tuition classification for nondegree students are due by 7/6/16. The student must meet the residency requirements by the first day of classes.

\*\*\*Arts & Sciences degree students must contact their advisor for more information on the petition process.

☞ Engineering students on suspension (having an active main campus academic stop) taking **only** CEPS classes can withdraw from one or all classes through the last day of the semester without petitioning their Dean.

# Summer Session 2016 – Terms E & F (Sections 500-699/850-569)

**See the Summer Session 2016 website for all Add/Drop deadlines associated with Term E & F courses.**

Students may drop/add or request special grading basis up to the 2<sup>nd</sup> day of class. The actual drop/add calendar date depends on the start date of the course. Students wishing to add a course after the second day of class must have department approval. After the second day of class, students wishing to drop and E or F session course would receive a grade of “W” and full tuition and fees are assessed. Students may withdraw up to the day before the last class meeting and must have instructor and dean’s signatures.

## **Waitlist**

Deadline for students to add their name to a waitlist for **Term E** is midnight June 1, 2016. Waitlists are cancelled at 4:30 pm on June 2, 2016.

Deadline for students to add their name to a waitlist for **Term F** is midnight July 6, 2016. Waitlists are cancelled at 4:30 pm on July 7, 2016.

## **Residency Petitions**

Residency petitions for in-state tuition classification are due by the first day of class. The student must meet the residency requirements by the first day of classes.

# Summer Session 2016 – Augmester (Sections 050-099/870-879)

## Drops/Withdrawals

**Dropping some courses:** If a student is dropping one or more, but not all courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/ Withdrawal	Amount of Adjustment	Procedures
Through 8/2/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
8/3/16 – 8/11/16	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 8/11/16	None	<b>Non-degree</b> students must petition the dean of CEPS and must have an instructor signature. <b>Degree students</b> must petition the dean of the college in which they are enrolled, and must have an instructor signature.

**Petitioning for tuition adjustment exceptions:** Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

## Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 8/2/16	Student must complete a registration form, 'Drop/Add and Petition Voucher,' and/or 'Special Action Form,' depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
8/3/16 – 8/15/16	Student must obtain the instructor's signature on a Drop/Add Form or Special Action Form. A signed letter from the instructor is also acceptable.
After 8/15/16	Student must have instructor's signature and must petition the dean of the college in which they are enrolled.***

**Waitlists:** The deadline for Augmester students to add their name to a waitlist is 8/1/16. Waitlists are cancelled on 8/2/16 at 4:30 pm.

## Special Grading Options (Pass/Fail and No-Credit)

If a student wishes to change to or from a special grading option, the timelines and procedures are as follows:

Date of Request	Procedures
Through 8/2/16	Student may change online or submit an email request to ceregistration.
After 8/2/16	Student must have dean's approval. <b>Degree</b> students must petition the dean of the college in which they are enrolled***. <b>Non-degree</b> students must petition the dean of CEPS.

## Residency Petitions

Residency petitions for in-state tuition classification for nondegree students are due by 7/29/16. The student must meet the residency requirements by the first day of classes.

\*\*\*Arts & Sciences degree students must contact their advisor for more information on the petition process.

☞ Engineering students on suspension (having an active main campus academic stop) taking **only** CEPS classes can withdraw from one or all classes through the last day of the semester without petitioning their Dean.