

To Drop a Class

Procedures for College of Liberal Arts & Sciences

Students who are recipients of scholarships and/or financial aid are **required to notify Financial Aid** when they add or drop courses at any time during the semester. Such action may affect their aid. Students should also be aware of other issues that may require full-time status such as insurance or athletic eligibility.

FIRST WEEK OF SEMESTER

- Registered students may adjust their schedule on-line via OneStart (onestart.iu.edu) through the first week of classes.

SECOND – TENTH WEEK OF SEMESTER

- Use eDrop (online via OneStart) to process drop.
- A grade of “W” will automatically be assigned; this will not affect GPA.
- Week 2: 75% refund period
- Week 3: 50% refund period
- Week 4: 25% refund period

AFTER TENTH WEEK (OR LAST DAY) TO WITHDRAW/DROP

Withdrawal (drop) from any or all courses after the last day to withdraw may only be attempted if there is an urgent and compelling reason to withdraw and requires special permission from the College of Liberal Arts & Sciences. *Poor performance is not considered an urgent and compelling reason.*

- Ask instructor for permission to withdraw. If instructor agrees to allow a late withdrawal CLAS students must pick up drop slip (from Gateway or DW 3300B) and obtain signatures:
- FIRST- signature approval must be obtained from the associate dean (DW3300 on the “bridge.”) Documentation of the urgent and compelling reason may be required.
- See your academic advisor to obtain signature.
- Obtain instructor’s signature on drop slip. (Instructor must assign either a “W” or an “F” for the course. A “W” is assigned if work is of passing quality at time of drop. An “F” is assigned if work is not of passing quality at time of drop.)
- Take the completed drop slip to Office of the Registrar (A148X) to complete the change.
- Retain copy of drop slip.
- No refund is granted.
- “W” or “F” will appear on transcript; grades of “F” will be calculated in GPA.

AFTER LAST DAY OF CLASS:

Students are no longer allowed to drop a class.