

Effective, May 6, 2024

WITHDRAW, DROP, and OTHER CODES

- DD** This code is to be used for any student making changes (partial or full) prior to the semester and during the schedule adjustment period. This code can also be used for any special circumstances approved by the VPSS or his/her designee. Anytime this code is used, you must DELETE as well.
- WC** This code is used after the course adjustment period of a semester for a student who is not doing a complete withdraw from all courses.
- WS** This code is used after the course adjustment period of a semester for a student who is wanting to withdraw from all courses in a semester.
- NP** This code is applied to a students record if they are dropped for non-payment.

DROP = The course will be removed the from the students record and will have no effect on the students GPA. (DD, NP)

WITHDRAW = A grade of W will be issued for the course and it will not have an impact on the students GPA. However, a W may affect a student's financial aid. (WC, WS, UW)

*** All withdraw requests after the schedule adjustment period should be processed through the Office of the Registrar.