

CLASS SCHEDULE MODIFICATION

Adding or Dropping a course

Deadlines to add a course, drop a course, or drop a course with a W are determined according to the duration of the course.

Individual deadlines are published on the Office of the Registrar's website here (<https://www.drake.edu/registrar/registration/adddropdeadlines/>).

Students should consult the Student Account Services (<https://www.drake.edu/accounts/>) for information regarding refunds and charges or the Financial Aid Office (<https://www.drake.edu/finaid/>) for information regarding impacts to grants, loans, and scholarships.

Complete Withdrawal (Dropping All Courses in a Semester or Term)

A student may withdraw from the University at any time during the semester, up to the completion or submission of the final work of the course(s), by submitting a request in writing to the dean (or the dean's designee) of the college or school in which the student is enrolled.

- A. Complete withdrawals that occur within the drop period of the semester will result in no coursework appearing on the student's transcript for the respective semester.
 - B. Complete withdrawals that occur within the drop-with-W period will result in the mark of "W" (Withdrawal) on the student's transcript for the respective semester's coursework. The "W" is not used in the calculation of the grade point average.
 - C. Complete withdrawal requests submitted after the drop-with-W period will be considered late withdrawal requests and must document the extenuating circumstances that form the basis for the request, such as a serious illness or a family emergency.
- Authorized late complete withdrawals will have the same result as B above.
 - Unauthorized late withdrawals may lead to a mark of "WU", which is counted as an "F" in the grade point average calculation. In the case of an unauthorized withdrawal:
 1. If the last date of academic activity is determined to be within the drop period, the result will be the same as in item A above.
 2. If the last date of the academic activity is determined to be within the drop-with-W period, the result will be the same as item B above. The "W" cannot be removed from a student's transcript upon subsequently repeating the course.
 3. If the last date of academic activity is determined to be after the drop-with-W period, the instructors of record will determine if a mark of "WU" (Unauthorized Withdrawal) or letter grade will be assigned. The "WU" is calculated as an "F" in the grade point average. The "WU" cannot be removed from a student's transcript upon subsequently repeating the course; however, its calculation as an "F" may be removed from the student's grade point average.

Individual colleges and schools may have additional academic regulations that are stated under the "Specific Regulations" of that college or school in the catalog. Information on the academic regulations of the Drake University Law School appears in the Law School Student

Handbook at the Law School (<https://www.drake.edu/law/students/>) web site. Financial implications are not in the purview of the academic colleges and schools. Attendance records will be used to verify attendance dates.

Student Leave Policy

Voluntary and involuntary leaves of absence and complete withdrawals from the university will be handled in accordance with the Student Leave Policy. Students should also refer to the handbooks of their specific programs for additional information concerning the impact of a leave of absence or withdrawal and any additional requirements for such leaves.

Leave of Absence

A leave of absence is a temporary separation from the university. If approved, the duration of the leave generally will be a minimum of one academic term to a maximum of one year. After one year of non-enrollment, any student who has not returned to the university will be withdrawn. An extension or reduction of the leave period may be requested. There are two types of leaves of absence, voluntary and involuntary.

1. Voluntary Leave of Absence: A voluntary leave may be requested for national service, personal (non-medical) or financial reasons. A student considering a voluntary leave of absence should consult their academic program, department, or school to discuss specific criteria for voluntary leave.
 - a. Planned Leave of Absence: Students should request their planned leave of absence prior to the beginning of the semester they intended to be gone. Students applying for a planned leave of absence agree to complete any courses in the current term, understanding that if approved, the leave of absence will begin the following term.
 - b. Immediate Leave of Absence: An immediate or unplanned leave of absence is reserved for the unusual situation (non-medical) where a student is unable to complete the current term. Students may request an immediate leave of absence from the first day of classes through last day of classes.
 - i. If approved prior to the official drop deadline, all classes for the current term will be dropped from the student's official record.
 - ii. If approved after the official drop deadline through the last day of classes for the current term, the student will receive grades of 'W' in all classes for the current term.
 - c. Medical Leave of Absence: The university recognizes that students may experience health issues that significantly impact their ability to function successfully or safely in their role as students. In those situations, students may request a medical leave of absence (MLOA), which, if granted, permits them to take a planned or immediate leave of absence, so that they may receive treatment.
 - i. If an immediate MOLA is approved prior to the official drop deadline, all classes for the current term will be dropped from the student's official record.
 - ii. If an immediate MOLA is approved after the official drop deadline through the last day of classes for the current term, the student will receive grades of 'W' in all classes for the current term.
2. Involuntary Leave of Absence: The university may place a student on involuntary leave of absence when a student is unwilling or unable to

request a voluntary leave of absence and when there is evidence to suggest that:

- a. The student poses significant danger of imminent or serious harm to self or others, or to the property of the campus.
- b. The student, although not posing the risk of imminent or serious harm to self or others, impedes the activities of other members of the campus community. Examples of such behavior include being disruptive to the environment or having needs which exceed the level of care and supervision the university can reasonably provide.
- c. The student has a medical reason that will prevent them returning to the university in the foreseeable future.

An involuntary leave of absence may be executed at any time.

1. If an involuntary leave of absence is executed for the current term prior to the official drop deadline, all classes for the current term will be dropped from the student's official record.
2. If an involuntary leave of absence is executed for the current term after the official drop deadline through the last day of classes for the current term, the student will receive grades of 'W' in all classes for the current term.

University Withdrawal

A university withdrawal is a permanent separation from the university. Any student who plans to leave the university on a permanent basis must formally withdraw. Any student who has withdrawn from the university and then wishes to return is required to go through the re-enrollment process. Academic suspension or disciplinary suspension will override a University Withdrawal. There are two types of withdrawals:

1. **Planned University Withdrawal:** Students requesting a planned university withdrawal agree to complete any courses in the current term, understanding the university withdrawal will begin the following term. Any courses enrolled in subsequent terms will be dropped by the Office of the Registrar.
2. **Immediate University Withdrawal:** An immediate university withdrawal is reserved for the unusual situation where a student is unable to complete the current term and does not plan on returning in a future term. Students may request an immediate university withdrawal from the first day of classes through the last day of classes. Any courses enrolled in subsequent terms will be dropped by the Office of the Registrar.
 - a. If approved prior to the end of the official drop deadline, all classes for the current term will be dropped from the student's official record.
 - b. If approved after the official drop deadline through the last day of classes for the current term, the student will receive grades of 'W' in all classes for the current term.
3. **Unauthorized University Withdrawal:** An unauthorized university withdrawal is reserved for the unusual situation in which a student stops attending, but takes no action to notify the university. If it is determined that a student stopped attending in the case of an unauthorized withdrawal:
 - a. If the last date of academic activity is determined to be within the drop period, all classes for the current term will be dropped from the student's official record.
 - b. If the last date of academic activity is determined to be within the drop-with-W period, the student will receive grades of 'W' in all classes for the current term.

- c. If the last date of academic activity is determined to be after the drop-with-W period, the instructors of record will determine if a mark of 'WU' (unauthorized withdrawal) or letter grade will be assigned. The 'WU' is calculated as an 'F' in the grade point average. The 'WU' cannot be removed from a student's transcript upon subsequently repeating the course; however, the calculation as an 'F' may be removed from the student's grade point average.

Financial Considerations

It is the responsibility of the student who is considering a leave of absence or university withdrawal to contact the Student Financial Planning Office to discuss any possible financial impact, such as loan repayment, before initiating the process. In accordance with federal regulations, the Office of Student Financial Planning will recalculate federal aid eligibility for students who withdraw, drop out, are suspended, or take a leave of absence prior to completing more than 60 percent of the term. For information regarding federal aid recalculations, visit <https://www.drake.edu/finaid/completewithdrawals/>. (<https://www.drake.edu/finaid/completewithdrawals/.html>)

Tuition Refund

If a leave of absence or withdrawal is approved prior to the first day of the term, all classes for the current term will be dropped and students will receive a full tuition refund. If a leave of absence or withdrawal is approved between the first and last day of classes for the current term, students will receive a pro-rated tuition refund. To view the tuition refund percent schedule, visit <https://www.drake.edu/finaid/genpolicies/>.

Financial Adjustments Based on Enrollment Changes (Other Than Complete Withdrawals)

Tuition Adjustments

A reduction of credit hour enrollment within the time specified for dropping without a mark of 'W' for the term length and type of course may occur without tuition penalty. After the "no W drop date", a change from full-time to part-time status or a reduction in credit-hour enrollment, other than a complete withdrawal, will not change tuition charges. For example, a student enrolled full-time will receive no tuition adjustment if he or she drops below full-time enrollment after the "no W drop date." Tuition adjustments for increased enrollment continue throughout the term.

Financial Aid Adjustments

Financial aid may be adjusted until the "no W drop date" based upon changes in enrollment and changes in tuition and fees. Eligibility for financial aid for increased enrollment is not automatically calculated with an enrollment change. Please contact the Office of Student Financial Planning to discuss changes in enrollment and financial aid eligibility.

A student who withdraws from courses, repeats courses, receives incompletes in courses or takes noncredit courses may not be able to complete the number of credit hours required for satisfactory progress; therefore, the student may be jeopardizing his/her financial aid by withdrawing from or repeating courses, receiving incompletes in courses or taking noncredit courses.

A student may withdraw from the University at any time during a semester, up to and including the last day of class, by obtaining the consent of the dean of the college or school in which the student is enrolled. The application for withdrawal must document the extenuating

circumstances that form the basis for the requested withdrawal, such as a serious illness or a family emergency.

Upon approval of the withdrawal, the student's transcript records the courses in which the student was enrolled that semester. If the student leaves the University without obtaining the consent of the dean of the student's college or school, the student's transcript records the courses in which the student was enrolled that semester and the grades assigned by the instructors.

Students who are working to pay all or most of their expenses in college are advised not to carry more than 12 credit hours each semester. Students who are below a 2.00 G.P.A. for the previous semester may be required, at the discretion of the dean of the college or school, to carry proportionately reduced programs.

Individual colleges and schools may have additional academic regulations that are stated under the "Specific Regulations" of that college or school in the catalog. The academic regulations for graduate students are stated in the Graduate Catalog. Information on the academic regulations of the Law School may be obtained by writing to the dean of the Law School.