



Dropping a Course After the Census Date

The [Drop After Census form](#) is available from the Office of Records, Registration and Evaluations. It must be signed by the instructor, department chair and college dean. More information is available on the [Registrar's Drop After Census web page](#).

Please keep in mind that permission is rarely given to withdraw from a course after the census date has passed. Extenuating circumstances must have prevented course withdrawal in a more timely manner. Reasons, which must be documented, include accident, illness (physical or mental), serious personal or family problems, or military transfer. Employment-related withdrawals are valid only when the waiver is filed before the end of the term in question. Lack of awareness of withdrawal procedures is not a valid reason. Official transcripts will indicate a "W" for this dropped class.