

# The Senate of Michigan Technological University

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**Superseded**

## **PROPOSAL 4-86**

### **PROCEDURE FOR DROPPING A COURSE**

Regular Drop - During the first four weeks of the quarter, a student desiring to drop a course completes a course change form which the student submits to the scheduling office. The dropped course is removed from the student's schedule and is not entered on the permanent record. Departmental approval is only required for laboratory courses indicated on the course change form.

W - No credit, no grade points, late drop

During the fifth and sixth weeks of a quarter a student receives a drop upon request, by following the regular drop procedure. The course will, however, be recorded on the student's transcript with the grade of "W".

After the sixth week of a quarter, a student may request a late drop only from the Dean of Students. The Dean of Students will consider only those requests which clearly involve extenuating circumstances beyond the student's control. Those late drops approved by the Dean of Students must also have the comments of the student's departmental advisor and the instructor. The Registrar will show the course on the student's transcript with a W entered as a grade.

N. - No credit, no grade points. Given when a student withdraws from the university after the regular drop period, passing the subject. In these cases, the Registrar notifies the instructor that the student has withdrawn from the university and should receive an N grade if passing as of the date of withdrawal. The student's grade form will come to the instructor at the end of the course in the normal manner. The instructor will enter the appropriate grade, N or F, thus notifying the Registrar and completing the action.

**Approved by Senate: 11 December 1985**

**Approved by President: 25 April 1986 (to be implemented in Fall, 1987)**

**See Proposal 27-05**