

## **When and How to Drop a Class**

### Drop date

- The last day to drop classes is Mon, Oct 17 (the first school day after the semester break).
- To drop a class, get a DROP card at Registration (or any department office), fill it out, and take it to Registration. You don't need a professor's signature. You should check your schedule online right afterward to make sure it went through.
- As soon as you've decided not to take a class, drop it right away. It is easy to forget, and if you wait until the last day, you might get sick, have car problems, etc, and miss the deadline.
- The drop date is a serious deadline. Once it is passed, you won't be able to drop the class. You will receive a grade for the class, even if you quit attending.

### Switching to Audit

- Mon, Oct 18 is also the last day to switch a class to Audit.
- Auditing a class means that you can continue to attend, but you'll get an AU instead of a grade on your transcript, which isn't calculated into your GPA.
- Only do this if you have realistic intentions to continue attending class – for example, you intend to take the class again, and want to have a look at the material for the rest of the year.

### Complete Withdrawal

- The last day for a complete withdrawal is later – Fri, Nov 11.
- This is not the same as dropping a class. It means dropping ALL of your classes and quitting school. If you want to start again, you will have to reapply for admission.
- To do a complete withdrawal, you must go to Advisement – you can't just drop all of your classes with a DROP card. They will talk with you about your situation and help you figure out the best thing to do.
- If you need to quit school, make sure to do this – if you just stop attending, you will get all F's, which will make it difficult to be readmitted.

### Reasons to drop a class

- You realize that you are overloaded, and can't succeed in all of your classes. You may decide to drop one or more classes so you can spend the time you need to do well in the ones that are left.

- You have missed too much of the class to make up the work you have missed. This could be because of an illness, accident, conflicts with work, family problems, personal problems, or just not going to class. Generally, if you have missed more than 3 weeks of a class, you will have to drop it.
- You're not understanding the course material, and are doing poorly. Before dropping, you should check with your professor to check on your grade, and make sure there is nothing more you can do.
- Try not to drop a class just because it is difficult. You won't get far in life if you give up every time you run into something hard! Get some help, see if you can make up some work. The earlier in the semester you do this, the better your chances of success.

#### Consequences of dropping a class

- If you drop before Sep 12, there is no effect on your transcript.
- If you drop or change to audit after Sep 12 but before Oct 17, the class will appear with a “W” or “AU” on your transcript. This will not be calculated into your Dixie State College GPA, but may affect how others look at your transcript.
- After Oct 17, you cannot drop a class.
- If you stop attending before Nov 11, you will receive a WF, but if you stop attending after Nov 11, you will receive an F. Both of these are counted as a 0 in your GPA. However, if you receive a WF, you may owe money back for financial aid or veteran's benefits.
- If you are on scholarship or financial aid, or if you are an athlete, make sure to talk to Advisement before dropping classes! A change in the number of credit hours you are taking could affect your athletic eligibility or you could owe money back on your financial aid.