

College of Liberal Arts and Sciences

Course Withdrawal/Late Drop Procedure

Prior to posted drop deadline:

- A student may withdraw from a course and receive a grade of W when the completed “*Registration and Drop-Add Form*” is presented to the Registrar or the course is dropped using the Add/Drop function in myBanner.
- Students considering a withdrawal from any course should discuss this with Financial Aid before dropping the course. Dropping below full time could result in required tuition reimbursement.

After the posted drop deadline:

- Students who do not withdraw before the deadline must accept a grade other than W depending on the instructor’s judgment of their performance in the course(s) and any mitigating circumstances.
- Students who request an exception of the withdrawal deadline due to extenuating circumstances must present their explanation of appeal attached to a “[Registration and Drop-Add Form](#)” signed by their professor and department chair along with at least one statement of support from the professor or department chair to the **Director of Student Academic Success Center (200 STU)**. *
- Students should continue attending class until notification of a final decision about their appeal is received.
- Students considering a late withdrawal from any course should discuss this with Financial Aid before making the request.
- The late withdrawal deadline is 5:00 pm of the Friday **before** exam week.

Complete withdrawal from Grand Valley State University

- Students withdrawing from Grand Valley during an academic term must complete a [withdrawal form](#) with the Registrar’s office (150 STU) by 5pm of the Friday **before** exam week.
- Include a written request describing your appeal/request and any supporting documentation.*
- Documentation to support extenuating circumstances is strongly recommended.
- This may impact on-campus housing and financial aid so those offices should be consulted prior to making a final decision.
- Any refunds will be based on the date the completed form is filed with the Registrar.
- Any appeals for tuition refund after the tuition refund deadlines can be directed to the Tuition Refund Appeals Committee, 1 Campus Drive, 150 STU, Allendale, MI 49401.
- The tuition refund appeal form can be found at the Registrar’s page, [forms library](#).

***The CLAS Dean’s Office does not handle undergraduate late withdrawal requests.**

Withdrawal from Graduate Courses at Grand Valley State University

If a student is enrolled in multiple courses and wishes to drop one course after the “W” deadline, he or she will need to obtain permission (signatures) from the following:

- Instructor of the course
- Unit head/Graduate Program Director
- Graduate Dean
- Dean of the college.

The student’s advisor may not authorize a late withdraw from a course unless he or she also serves as one of the previously mentioned roles.