

College of Science Course Drop Policy

- ◆ During the first three weeks of classes or 15 days of instruction, you may drop a class using BroncoDirect. As a courtesy, you should inform the instructor for the course that you are dropping the class.
- ◆ Withdrawal from a class after three weeks of classes (or the 15th day of instruction) requires a drop petition. The petition must be approved by the instructor, department chair, and the associate dean. All drops at this time must be for serious and compelling reasons, and proper documentation is required. Examples of reasons include:
 - **Employment.** Changes in your work schedule imposed by your employer that interfere with your class schedule.
 - **Illness.** Extended sickness or accident involving you or a close family member that requires you to miss at least one week of instruction or a major exam which cannot be made up.
 - **Other.** Personal problems of a serious nature causing you to have seen a counselor.
- ◆ During the last three weeks of instruction, approval is contingent upon demonstrating that withdrawal is due to an emergency clearly beyond the control of the student. Circumstances requiring emergency withdrawals almost always dictate complete withdrawal from the University (that is, dropping all classes) and involve an accident, serious physical or mental illness, emotional stress or similar problems. Adequate documentation must accompany the withdrawal petition.