To Drop a Class
Procedures for College of Liberal Arts & Sciences

Students who are recipients of scholarships and/or financial aid are **required to notify Financial Aid** when they add or drop courses at any time during the semester. Such action may affect their aid. Students should also be aware of other issues that may require full-time status such as insurance or athletic eligibility.

**FIRST WEEK** OF SEMESTER
- Registered students may adjust their schedule on-line via OneStart (onestart.iu.edu) through the first week of classes.

**SECOND – TENTH WEEK** OF SEMESTER
- Use eDrop (online via OneStart) to process drop.
- A grade of “W” will automatically be assigned; this will not affect GPA.
- Week 2: 75% refund period
- Week 3: 50% refund period
- Week 4: 25% refund period

**AFTER TENTH WEEK** (OR LAST DAY) TO WITHDRAW/DROP
Withdrawal (drop) from any or all courses after the last day to withdraw may only be attempted if there is an **urgent and compelling reason** to withdraw and requires special permission from the College of Liberal Arts & Sciences. **Poor performance is not considered an urgent and compelling reason**.
- Ask instructor for permission to withdraw. If instructor agrees to allow a late withdrawal CLAS students must pick up drop slip (from Gateway or DW 3300B) and obtain signatures:
  - **FIRST-** signature approval must be obtained from the associate dean (DW3300 on the “bridge.”) Documentation of the urgent and compelling reason may be required.
  - See your academic advisor to obtain signature.
  - Obtain instructor’s signature on drop slip. (Instructor must assign either a “W” or an “F” for the course. A “W” is assigned if work is of passing quality at time of drop. An “F” is assigned if work is not of passing quality at time of drop.)
  - Take the completed drop slip to Office of the Registrar (A148X) to complete the change.
- Retain copy of drop slip.
- No refund is granted.
- “W” or “F” will appear on transcript; grades of “F” will be calculated in GPA.

**AFTER LAST DAY OF CLASS:**
Students are no longer allowed to drop a class.