

# Drops and Withdrawals Reference Sheet

*Encourage all students to speak to their advisor before dropping or withdrawing from a class.*

## **Drop**

**Definition:** Student is removed from a course during the 100% refund period.\*

**Who does it:** Students can do this themselves through goPFW. (Find the “Registration” box and click “Registration - Add/Drop Classes.”)

**Results:** If dropped class is outside of the PFW banded tuition rate, fees for the class will be refunded. May affect financial aid. May affect F-1 visas for international students.

## **Withdrawal**

**Definition:** Student is removed from a course after the 100% refund period\* but before the withdrawal deadline.\*\*

**Who does it:** Students initiate a withdrawal request through goPFW. (Find the “Registration” box and click “Withdraw Form.”) The form must be approved by Financial Aid and the student’s advisor before student will be removed from the course.

**Results:** The course will show as a W on the transcript and will not impact the student’s GPA. If class is outside PFW’s banded tuition rate, refunds may be assessed based on the Bursar’s refund schedule.\* May affect financial aid. May affect path to graduation. May affect F-1 visas for international students.

## **Withdrawal Deadline Exceptions**

**Definition:** Student who wants to be removed from a course after the withdrawal deadline petitions to be allowed to do so. Requests must be because of documentable extenuating circumstances that meet certain criteria.

**Who does it:** Students initiate the request by filling out a [Request Form for an Exception to the Withdrawal Deadline](#). Supporting documentation must be submitted with the request.

**Results:** Approved requests show the course on the transcript as a W grade and will not count it towards the student’s GPA. Any fees for the course will not be refunded. May affect financial aid. May affect path to graduation. May affect F-1 visas for international students. Denied requests do not remove the student from the class.

*\*Refund schedule can be found [at this link on the Bursar’s site](#)*

*\*\* Fall 2024 withdrawal deadlines:*

*Full-term classes: Friday, October 25<sup>th</sup>*

*First half-term classes: Friday, September 27<sup>th</sup>*

*Second half-term classes: Friday, November 22<sup>nd</sup>*