

# Withdrawal Policy

## Withdrawal from Courses

In order to officially withdraw from a course, students must submit a properly signed Add/Drop card to the Office of the Registrar (Enrollment Services Center - Lawshe Hall 130). Courses may be dropped only during the first twelve weeks of a semester (first six weeks of a summer semester). The following table summarizes the withdrawal policies:

<u>Weeks</u>	<u>Restrictions</u>
1 through 3	Course will not be recorded
4 through 12	Course will be recorded with a directed grade of 'W'
13 through 16	Courses cannot be dropped during this period.

Consult the [University Calendar](#) or check with the Office of the Registrar to determine the Exact withdrawal dates during a semester. A detailed schedule of the refund policy may be obtained from the Office of the Student Accounts.

**NOTE: By not attending classes, you have not officially withdrawn from your classes at Purdue University Calumet. You must follow the withdrawal procedure outlined above to be officially withdrawn from a course. Failure to do so could result in you getting a failing grade in the class.**