

SCHEDULE ADJUSTMENTS

ADDING/SWAPPING COURSES

A student may add or swap courses using the following methods during the designated add/swap period:

- on-line self-service or
- in-person (at the Office of Records and Registration).

Please refer to the academic calendar for the deadline for adding/swapping courses. A student who drops courses may add courses to replace the dropped courses during the designated add/swap period. A student who drops his/her courses **after the add/swap deadline will not be able to replace the courses.**

DROPPING COURSES

A student may drop courses using the following methods during the designated drop period

- on-line self-service or
- in-person (at the Office of Records and Registration) or
- submission of a written and signed request to the Office of Records and Registration.

Please refer to the academic calendar for the deadline for dropping courses. When courses are dropped during the designated drop period, the course will not appear on the student's transcript. When a student drops courses after the drop deadline, the courses will appear on the transcript with a grade of "W". **Note: A student who decides not to attend classes must drop his/her classes in accordance with the Charge Reduction and Refund Schedule to avoid full tuition and fee charges (Refer to the Charge Reduction & Refund Policy). Questions regarding tuition and fee adjustments should be directed to the Office of Student Accounts at 410-951-3677.**

WITHDRAWAL FROM COURSES

After the drop period deadline, a student may terminate his/her participation in courses by officially withdrawing from courses. Please refer to the academic calendar for the deadline for withdrawing from courses. A student may withdraw from courses using the following methods during the designated withdrawal period:

- on-line self-service,
- in-person (at the Office of Records and Registration) or
- submission of a written and signed request to the Office of Records and Registration.

A grade of "W" will appear on a student's transcript after he/she has officially withdrawn from courses. Failure to properly withdraw from courses will result in "F" grades appearing on the student's transcript. **Please refer to the Charge Reduction and Refund Policy to determine if you are eligible for a tuition and fee adjustment. Questions regarding tuition and fee adjustments should be directed to the Office of Student Accounts at 410-951-3677.**

UNIVERSITY WITHDRAWAL

A student who wishes to withdraw from all classes must complete an official University withdrawal form available in the Office of Record and Registration. This form must be completed in its entirety and returned to the Office of Records and Registration before the withdrawal deadline. Please refer to the academic calendar for the deadline for the withdrawal deadline. A grade of “W” will appear on a student’s transcript after he/she has officially withdrawn from courses. Failure to properly withdraw from courses will result in “F” grades appearing on the student’s transcript. **Please refer to the Charge Reduction and Refund Policy to determine if you are eligible for a tuition and fee adjustment. Questions regarding tuition and fee adjustments should be directed to the Office of Student Accounts at 410-951-3677.**