

Dropping/Withdrawing from a Course

Dropping a Course

If you need to drop a course, you can do so up through the close of business on the published regular registration deadline (aka the register by date) by reaching out to Continuing Education Services to complete the process. Once dropped, your name will be removed from the course roster.

Withdrawing from a Course

If you ever find yourself needing to withdraw from a course, it's important to reach out to Continuing Education Services to make it official. Students who withdraw before the course ends will receive a “W” (withdraw) grade on their transcript. However, if a student doesn’t go through the proper withdrawal process, they’ll end up with an “F” (fail) grade instead, which will be reflected on their transcript. Taking the time to complete the withdrawal process can make a big difference, so don’t hesitate to connect with Continuing Education Services for guidance.

Administrative Withdraw from a Course

Students who don’t show up when training begins or does not comply with the course attendance requirements outlined in the course program guidelines or syllabus, may be administratively withdrawn.