



This information sheet will help you understand how to submit a request to waive an academic deadline in a **current** or **previous** semester. These appeals are called **in-semester** or **retroactive** drop requests respectively. Please read this information carefully to see if you qualify to submit an application.

Any waiver request to drop class(es) must be submitted within **one year** of the semester in question. There are **NO** exceptions.

Definitions:

- Course **DROP**: the course will be cleared from the student's transcript; charges will not apply or will be waived from the student's bill. **You should use the accompanying form to request this action.**
- Course **WITHDRAWAL**: "W" grades will appear on the student's transcript for all courses registered in semester in question. The "Ws" will not affect your GPA, but students will still be responsible for the charges applied to the course(s). **You should use a different form to request this action (also available from UGS).**

NOTE – according to Financial Aid and Bursar's policies:

- Students who received Financial Aid for the semester in question *may not* be eligible for waivers due to Financial Aid regulations
- After the end of each academic year, the Financial Aid department will reconcile students' accounts (*for students receiving aid*) with the Federal Government. Once the University has reconciled the accounts, we are unable to reopen the account to make any financial changes. This prevents us from approving any retroactive drops or backdating of retroactive withdrawals in these cases.
- Non-attendance does **NOT** constitute an automatic drop.

Eligibility for a request for a drop:

- **If retroactive, ALL** grades from the semester in question **MUST** be non-passing (F, INC, IF, NA, W).
 - Once a semester has ended, students are not allowed to request a waiver for selective course(s).
- Drops are **ONLY** granted for extreme, extenuating, documented circumstances which are *not academic*. Typically, emergencies to be considered are medical, personal, etc.
- Academic issues should be addressed with the department directly.
NOTE: Please do not send medical documentation unless first requested by our office.
- Students are **not eligible** to appeal to drop any course in which they have completed the course requirements (i.e.: taken the final exam, submitted final project(s), etc.).
 - Appeals for students confirmed to have completed course requirements will be denied.
- Students who attended class(es) past the add/drop deadline (after the first week) are **NOT** eligible for a waiver of the drop deadline, but **may** be eligible for a waiver of the withdrawal deadline.

IMPORTANT: *The above criteria are some of the major guidelines, but are not sufficient to guarantee approval of the request. Each appeal receives individual consideration. The Office of the Undergraduate Studies reserves the right to approve, deny, or void requests at any time.*

Important University Policies

Bursars Office - <http://www.umb.edu/bursar>

REFUND POLICY: Failure to attend class(es) does not constitute drop or withdrawal

* A student who completely withdraws from the University before the sixth week of a semester will be granted a percentage refund of tuition and some fees. NOTE: Courses offered by CAPS follow a different refund schedule.

Financial Aid Office -

http://www.umb.edu/admissions/financial_aid_scholarships

After each academic year, the Financial Aid department reconciles the accounts of all students who received aid. Once the accounts have been reconciled, we are unable to reopen the accounts to make changes. This is a federal policy.

Registrars Office - <http://www.umb.edu/registrar>

ADD/DROP: typically during the first week of classes, you may add (register) one or more additional courses, or drop (cancel your registration) any course for which you have registered.

PASS/FAIL: students who pass a course with grade of a D- or better receive a "P" (pass) and will receive credit for the course; students who do not pass the course receive an "F" (fail). The grade will count towards the cumulative GPA.

- *Undergraduate students **may take one course each semester on a pass/fail basis***
- *Students may elect up to a maximum of 8 pass/fails during their academic studies (Mandatory pass/fail courses do not count towards this limit)*
- *Major/College/Program requirements may not permit you to take courses pass/fail – **please check with your college or program BEFORE you select the pass/fail option***

COURSE REPEAT: students are allowed a maximum of 4 repeats during their academic studies; both grades for the course will be posted on your transcript, but only the second grade will be counted toward your GPA.

* You may repeat a course **only** once

* you may repeat any course regardless of the grade you earned in the course with the *exception* of the courses taught in a sequential order

*Consult the Academic Policies section of the Registrar's website for further information.

WITHDRAWAL: a "W" will be given for the course you choose to withdraw from; this will remain on your transcript, but will not affect your GPA

* You may register for the same course in another semester

* You cannot withdraw from a course **after the deadlines**

NOTE: *If you do not attend classes, you will not be withdrawn automatically. If no actions are taken, then the grade will automatically be changed to an "F."*

UNIVERSITY WITHDRAWAL: students have the option to withdraw from **ALL** class(es), in the semester in question, **by the last day of the semester (does NOT apply to winter and summer sessions)**. *College of Management – see Undergraduate Program Office; College of Nursing and Health Sciences – see CNHS Student Services; All other colleges – see Undergraduate Advising Center

INCOMPLETE: students may ask an instructors' permission for an incomplete (INC) grade in the course in question, to obtain extra time to complete the necessary coursework to complete the course.

* Students are allowed **ONE** year to complete the course

* Failure to complete the course within one year will result in an automatic fail (IF)

NA GRADE (NON-ATTENDING): students are given an "NA" grade by the instructor, if they fail to attend the course during the first week of classes.

* An "NA" grade does not affect a student's GPA

* Students, however, are responsible for **all** tuition and fees for the "NA" course.