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ONE-TIME DROP POLICY

Each student may, once during his/her undergraduate enrollment, withdraw from a course without college approval, and receive a “W” at any time up to and including the last day of class for the course (Excludes final exam week).

For more information see **UNIFORM GRADING AND TRANSCRIPT**

POLICY <http://www.fpd.finop.umn.edu/groups/senate/documents/policy/gradingpolicy.html>.

DIRECTIONS. You may simply complete the required information below and submit it to the Office of the Registrar (by the deadline date) in one of three ways:

(1) You may “save” a copy of the completed form and attach in an e-mail (sent from your UMC e-mail account) to umcreg@umn.edu (no signature required for this option); or

(2) Print out the completed form, sign the form, and fax it to 218-281-8549.

(3) Print out the completed form, sign the form, and bring it to the Office of the Registrar.

First Name: _____ Last Name: _____

Student ID _____ (Example: 1234567)

Course: _____ (e.g., GnAg 3652-02)

Your Signature: _____ Date: _____

Note: Scholastic dishonesty in any portion of the academic work for a course will be grounds for awarding a grade of F or N for the entire course, at the discretion of the instructor. This provision allows instructors to award an F or an N to a student when scholastic dishonesty is discovered; it does not require an instructor to do so. Students who enroll for a course on the A-F grading system will receive an F if such grade is warranted; students who enroll for a course on the S-N system will receive an N if such grade is warranted. (See Board of Regents Policy: Student Conduct Code for a definition of scholastic dishonesty.)

If the instructor determines that a grade of F or N for the course should be awarded to a student because of scholastic dishonesty, the student cannot withdraw to avoid the F or N. If the student withdrew from the course before the scholastic dishonesty was discovered or before the instructor concluded that there was scholastic dishonesty, and the instructor (or the appropriate hearing body if the student requests a hearing) determines that the student should receive the F or the N, the student will be re-registered for the course and the F or N grade will be entered on the transcript.

Full policy: <http://www.policy.umn.edu/Policies/Education/Education/GRADINGTRANSCRIPTS.html>