

Registration Changes (Add, Drop, Withdraw, Leave of Absence)

Course Drop/Add and Course Withdrawal

- A student may drop or add a course within one week after classes start. The permanent academic record will not reflect courses Dropped during the first six class days of Fall or Spring Semesters.
- From the end of the Drop/Add period through the last day to Withdraw from a course, a grade of W will be entered on the Permanent Academic Record for any course withdrawal by a student, or the administration. The student is responsible for submitting a complete Drop/Add (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/2014/02/adddrop.pdf>) or Withdrawal form (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/2014/02/withdrawal.pdf>), to the Registrar's Office prior to the deadline. A student must meet with the faculty member prior to withdrawal to obtain his/her signature on the Withdrawal form. After the course Withdrawal deadline, a grade of F will be entered on the Permanent Academic Record for any course withdrawal.
- Withdrawals from the University; students who separates from the University, for any reason, prior to the end of the semester will receive a grade of W for each class.

Course Schedule Administrative Adjustment

- Within the first 20 school days of a semester, a College Dean may approve course adjustments for students who have been enrolled in an inappropriate level of a course, such as MA 005 rather than MA 101 or vice versa. This adjustment is made using an Administrative Course Adjustment form containing all required signatures, and turned into the Registrar's Office
- Within the first 20 school days of a semester, a College Dean may approve course adjustments for students who are not on track to complete their degree by their expected date of graduation. To be eligible for this adjustment, the adjustment must allow the student to complete the degree within two semesters. This adjustment is made using an Administrative Course Adjustment form containing all required signatures, and turned in to the Registrar's Office.

University Leave

Norwich has three types of "Leave of Absence" (LOA). There is a general LOA, a military LOA and an emergency LOA. A LOA may not be considered an approved LOA for Title IV Federal Student Aid Program purposes. Students should consult with the Director of Student Financial Planning to determine the effect of any LOA on financial aid.

- **General Leave of Absence** is to allow a student to voluntarily withdraw from the University and to return to the University at a semester of the students' choice following the academic policies in place at the time of the leave.
 - A student taking a general LOA must:
 - Be in good academic standing
 - Request no more than three years
 - Complete the LOA form
 - Students who submit a LOA form will be classified as inactive.
- **Military Leave of Absence** is to allow active reservists and guardsmen who are called up for active duty, a LOA.

- A student taking a military LOA must complete the LOA form.
 - The leave is for a maximum of three years
 - The student will be classified as an inactive student
 - The student will be returned to the same academic status that they held at the time of their leave.
- **Emergency Leave of Absence** allows a student, due to exceptional circumstance, as approved by the College Dean, to voluntarily withdraw from the University during a current semester and to return to the University within two years.
 - A student who experiences an exceptional circumstance can apply for an emergency leave of absence, which will allow the student to withdraw from all classes, if prior to the twelfth week of classes. If it is after the twelfth week, students may seek their instructors' approval to make arrangements to complete classes or receive Incompletes.
 - A student taking an emergency LOA must notify the Center for Student Success.
 - Grading policies concerning Incomplete grades still apply.