**Top Ten Things To Know Before You Drop**

1. **Why** do you feel you need to drop this class? Please talk over this decision with someone—your instructor, coach or an advisor/counselor.

2. See your instructor to inquire about extra credit.

3. Find another student in the class (one who is doing well) and make a connection as a study partner.

4. *Keep in mind*—dropping a course can affect one or more of the following:
   a. Your financial aid
   b. Your full-time status for health or automobile insurance
   c. Your timeline for graduation in the future
   d. Your tuition—how many times have you attempted this course (withdrawing counts as an attempt)? Your tuition for the 3rd attempt may cost you an extra $60 per credit hour.

5. Could this missed opportunity throw off your timeline for completing pre-requisites for some program? Could it be another year before you can enroll again?

6. If you plan to transfer to a university, please be aware that many universities have a limit on the number of withdrawals allowed, and withdrawal on your record when you transfer do count towards that limit. If you have a specific university targeted for your transfer plans, consult a counselor who can give you the policy of that university (sometimes written documentation filed when you drop can make you eligible for exclusion from the withdrawal limit).

7. A drop becomes a permanent record on your transcript, which will remain on your transcript, to be viewed when you apply for a job and your employer requests your college transcript. Multiple drops can create a negative impression.

8. Even if you re-enroll in the course for next semester, a time period of more than one month without regular practice can result in a regression of your skill level in some subjects.

9. After considering all of these, if your decision is still to drop a course, in order to allow more time to study and succeed in your other classes—then think about which class to drop. Is this the one, or would you do better to drop one of your other classes?

10. If you choose to drop any class, be sure to complete and submit the form (available in the admissions office) by **April 13**, and indicate clearly your reason for withdrawing.