

## **Changes to Policies on Page 108 of the 2008-2009 Catalog Effective Spring 2009**

### **Current Catalog Text**

#### **Dropping or Changing to Audit**

You must submit drop requests in writing (either via letter, fax or e-mail) to the Office of Records and Registration, or online through GGU4YOU. Submitting a verbal request or submitting a written request to the instructor or any other university office is insufficient.

You may drop a trimester class or change it to audit status up through its tenth week; an eight-week class may be dropped or changed to audit up through its fifth week. If you drop a class through the third week, you will receive a full reversal of the tuition charge. For specific dates, please consult the Academic Calendar.

Requests for drops or change-to-audit status will not be processed after the Drop Period. You may discuss with your instructor the option of being assigned a “W” (Withdrawal) mark, and the instructor has the right to decline this request. If you stop attending a class and do not request a “W” you will be graded as follows:

- Undergraduate students whose cumulative grade-point average is less than 2.00 (C) will be assigned an “F” (Failure). Students with grade-point averages more than 2.00 may be assigned a “W.”
- Graduate students whose cumulative grade-point average is less than 3.00 (B) will be assigned an “F” (Failure). Students with grade-point averages more than 3.00 may be assigned a “W.”

Students admitted conditionally or placed on academic probation must meet with their academic adviser before dropping a course or withdrawing from the university.

### **Revised Catalog Text**

#### **Dropping a Class**

You may drop a trimester class up through its tenth week; an eight-week class may be dropped up through its fifth week. For specific dates, please consult the Academic Calendar. If you were admitted conditionally or placed on academic probation you must meet with your student services adviser before dropping a course or withdrawing from the university.

If you drop a class through the third week, you will receive a full reversal of the tuition charge. For specific dates, please consult the Academic Calendar.

In order to officially withdraw, you must submit drop requests in writing (either via letter, fax or e-mail) to the Office of Records and Registration, or online through GGU4YOU. Submitting a verbal request or submitting a written request to the instructor or any other university office is insufficient.

Requests for drops or change-to-audit status will not be processed after the Drop Period ends, and you will receive a grade for the course. You may request your instructor to assign a “W” (Withdrawal) grade. However, the instructor has the right to decline this request and assign a letter grade (including an “F”) instead.

If you stop attending a class prior to the end of the Drop Period and do not officially withdraw or request a withdrawal grade from the instructor, you will receive a grade of “UW” (Unofficial Withdrawal).

#### **Changing to Audit Status**

You may change a trimester class to audit status up through its tenth week; an eight-week class may be changed to audit up through its fifth week. For specific dates, please consult the Academic Calendar. However, if you register for a course in non-audit status, and later change to audit, no refund will be given.

Requests for changes to audit status should be submitted in writing to the Office of Records and Registration. A verbal request or a written request submitted to the instructor is insufficient.

Students who elect audit status may not change their registration status later to receive a letter grade or a “CR” (Credit) grade. Refer to “Auditing Courses” on page 109 for additional policies relating to auditing courses.