

Adler University – Chicago Campus

How to Withdraw from a Course

effective 05/03/2021

Once the add/drop period concludes, students have the option to withdraw from a course or exam before a final grade is posted by their instructor. Please be mindful students are academically and financially responsible for all courses that remain on their schedule after the add/drop period ends. Students are not automatically dropped or withdrawn from a class for non-attendance.

Students who wish to withdraw from a course or exam are required to email their request to withdraw to their Program Director/Department Chair via their Adler email account no later than 11:59 P.M. CST on the date noted on the academic calendar. Please see the academic calendar for specific withdrawal deadlines for each course period.

If approved, your Program Director/Department Chair will forward the email to the Office of the Registrar for processing. The Office of the Registrar will confirm your last date of attendance in the course prior to processing the withdrawal. Students cannot withdraw from a course or exam with a “W” grade if the course has already ended or if the exam submission date has passed. Students who wish to withdraw from a course after this date will receive a “WF” grade (a “WF” grade factors into the GPA as an “F” grade) or a “WNC” for credit (CR)/no credit (NC) courses (similar to CR/NC grades, a “WNC” grade has no impact on a student’s GPA). The student’s grade will be based on the date the student initiated the request to their Program Director/Department Chair.

If you wish to withdraw from all of your courses, you must submit a Student Withdrawal form to withdraw completely from the University or a Leave of Absence form to take a leave from your program. Please see both forms for additional information and policies. The Student Withdrawal form and Leave of Absence form are located on the Registrar page on Adler Connect.