QUESTIONS & CONSIDERATIONS FOR DROPPING A COURSE

1. **What is the reason(s) for dropping the class?**
   - **Course load** (number of units for the semester / time demands from work and other activities)
   - **Success** in the course
   - Questioning or changing major / university elective
   - **Personal / health / family reasons**

2. **What point of the semester is it?**
   - Can the course be dropped with no record? With a withdraw ("W") notation on the student's transcript?

3. **Is it possible to improve their grade in the course?**
   - Upon what criteria (tests / papers / assignments...) is the final grade based?
   - What is the earned grade in the course so far?
   - What graded assignments or exams are remaining?
   - Will staying in the course impact the achievement in other classes for the semester?
   - Have university support resources (The Learning Center / TRIO / Student Accessibility Services) been utilized?

4. **What discussions have occurred with the Instructor?**

5. **What academic requirements and policies need to be considered?**
   - Is the course meeting a requirement for the Liberal Arts Core? Major? Minor/certificate? University elective?
   - Are there specific grade requirements for the course with the major / minor / certificate?
   - Is the course required (a pre-requisite) for a future class?
   - When is the course offered next ("fall only" or a "spring only" course)?
   - Is the course required for admissions into a major?
   - What is the academic standing (academic alert or probation) of the student?
   - Was this class taken previously (is it being repeated)?
   - Will the Financial Aid Academic Progress policy (Satisfactory Academic Progress) be an issue?

6. **Does minimum load requirements need to be met for...**
   - Financial Aid / Scholarships
   - Health / auto insurance
   - Athletic Eligibility
   - Visa – International student
   - Vocational Rehabilitation
   - Veterans Benefits

7. **What are the alternatives (if any) after dropping the course?**
   - Adding a 2nd half semester course?
   - Change from graded to credit / no credit option?
   - **Guided Independent Study** course (separate fee applies / does not count towards financial aid)?
   - Completing a summer course at UNI or another institution?
   - Ask the instructor for an "incomplete" if applicable?
   - Complete a Student Request for appropriate reason(s)?