

## **Fall/Spring Schedule Change Deadlines Graduate Students and Students-at-Large**

**Note:** The dates and policies below refer to students enrolled in graduate courses in the regular academic session (16-week courses). Students enrolled in sessions other than the regular academic session, such as **summer**, can find specific deadlines for making schedule changes by revisiting their course schedule in MyNIU. Dates and tuition refund periods for courses following an abbreviated calendar are prorated based on the duration of the abbreviated term.

The academic calendar is available at <http://catalog.niu.edu/index.php>

Students are encouraged to check their schedule in MyNIU after making or requesting changes. Ultimately, it is the student's responsibility to ensure the accuracy of their schedule and to report errors with sufficient time for resolution prior to a deadline.

Students should inform themselves of the consequences of any of the actions listed below. A student's financial aid, visa status, bursar's account, assistantship/fellowship, or academic good standing may be affected by any of the actions.

**Drops:** Students can drop using MyNIU through midnight of the self-service drop date shown in MyNIU.

**Withdrawals:** Students may, with approval from the instructor and Graduate School, withdraw from the self-service drop date in MyNIU through the end of the fourteenth week of classes. Withdrawals, which are executed only after the DROP period, require that the student initiate the process with his/her instructor, who must complete a graduate "Add/Withdrawal Form" which is available in the departmental offices and in the Graduate School. Instructor approval is required and the student will be awarded a "WP" or "WF."

**Adds:** Students may, with approval from the instructor and Graduate School, add through the fourteenth week of classes. Prior to midnight on the fourteenth calendar day of the semester, students may Add via MyNIU. Adding a class after that time requires the student to initiate the process through his/her instructor, who must complete an "Add/Withdrawal Form" which is available in the departmental offices and in the Graduate School.

**Grading Option:** Students may, with the approval of the instructor and Graduate School, change the grading option from "Audit" to "Credit" (or vice versa) through the end of the eighth week of classes. After the start of the semester, changes to the grading option require that the student initiate the process through his/her instructor who must complete a graduate "Add/Withdrawal Form" which is available in the departmental offices and in the Graduate School.