COURSES - ADDING, DROPPING, REPEATING OR WITHDRAWING

Courses- Adding, Dropping, Repeating or Withdrawing

The timetables and deadlines given below pertain to the fall and spring semesters. Students should consult the Registrar's website (https://www.rider.edu/academics/academic-support/registrar/) for summer session and J-term winter session deadlines.

Adding Courses

Graduate students may add a course through the first week of the semester provided the course is still open for registration, for full term courses. See the Registrar's website (https://www.rider.edu/academics/academic-support/registrar/) for timelines for accelerated courses.

Graduate students who are enrolled in a 7-week course have the first three days of the 7-week term to add a course, provided the course is still open for registration.

Dropping Courses

Students may drop courses through the second week of the regular semester at their own discretion. In such cases, the courses are deleted from the student's record. After the second week of the semester, a withdrawal from the course is necessary and a 'W' is recorded on the transcript. See the Registrar's website (https://www.rider.edu/academics/academic-support/registrar/) for the timeline for accelerated classes.

Graduate students who are enrolled in a 7-week course have the first full week of the 7-week term to drop a class with a full refund. After the first week, a withdrawal from the course is necessary.

Repeating Courses

Students may request permission from the academic dean to repeat a course to earn a better grade provided that the course is one that cannot be repeated for additional credit (e.g., applied music lessons, acting courses, coaching, ensembles and productions, stagecraft, studio dance, and other related classes). The grade first earned will remain on the transcript but only the latest grade will be used in computing grade point average and determining whether or not degree requirements have been met.

Students who fail a required course must repeat the course until a passing grade is received. In Graduate Education, Leadership, and Counseling, a course may not be taken more than twice. Students do not have to repeat a failed elective but must pass another acceptable elective of comparable credit in order to meet graduation requirements.

Students receiving financial aid should consult with Student Financial Services (https://www.rider.edu/tuition-aid/financial-aid/) before repeating a course already passed to determine the possible impact upon the student's continuing eligibility for financial aid.

Withdrawing from Courses

Students may withdraw from courses and receive a grade of 'W' during the third through tenth weeks of the semester. The student's academic advisor and financial aid counselor will be notified of class withdrawals by email.

After the end of the tenth week of the semester, students may withdraw from courses and receive a grade of 'W' only for validated reasons of physical or psychological incapacity. Validated reasons of physical or psychological incapacity serve as justification for a student to withdraw from courses with a grade of 'W' at any time beyond the add/drop period. Reasons must be validated by the Dean of Students (https://www.rider.edu/about/offices-services/student-affairs/dean-of-students/info-for-students/medical-withdrawals-readmission/) and approved by the academic dean of the college in which the student is enrolled.

Students are required to notify Student Financial Services (https://www.rider.edu/tuition-aid/financial-aid/) when withdrawing from courses as these circumstances may impact financial aid eligibility.

Student-athletes are required to notify the Associate Director of Athletics for Compliance and Academic Support (athletics@rider.edu) or the Director of Athletics (harnum@rider.edu) prior to withdrawing from courses.

Students receiving veteran benefits must report such changes to the Registrar's Office (https://www.rider.edu/academics/academic-support/registrar/) immediately.

Withdrawal policies during special sessions (summer session, J-term) observe time limits proportional to the time limits of a regular semester.

The Course Withdrawal Form is located in the Academic Tools section on the Student tab in myRider.