MAKING CHANGES

Change in Registration
Prior to and during the first five days of the fall and spring semesters a student is allowed to drop and add classes. However, once registration has been completed, the student must follow the program of studies shown on the official registration form. See the academic calendar for dates each semester.

Change in Major
A change of major form is available in the Student Records and Financial Services Center and on myCanisius. The form should be completed by the student and returned to the Center. This will insure that the student’s information is available to the correct academic departments.

Change in Name, Address, and Phone
It is the responsibility of each student to notify the college of any change of name, address, and/or phone number. Change-of-address forms are available in the Student Records and Financial Services Center and on myCanisius.

Withdrawal from a Course
The form is available in the Student Records and Financial Services Center and in the Griff Center for Academic Engagement. A student wishing to withdraw from a course must submit a course withdrawal form to the Student Records and Financial Services Center after obtaining the signatures as required on the form.

The instructor indicates either approval or disapproval of the student’s request to withdraw. An instructor might disapprove withdrawal if there is evidence of academic dishonesty. In cases where the instructor disapproves of the withdrawal, permission to withdraw is determined by the associate dean of the student’s school in consultation with the instructor of the course. Requests for withdrawal are not granted automatically, nor are they denied automatically.

The deadline for withdrawal without academic penalty is the end of the 12th week of classes of each fall and spring semester. See the academic calendar for specific dates, including summer sessions. Withdrawal from a course results in a grade of “W” (withdrawal) for the course. Failure to submit the withdrawal form results in a grade of “FX” (failure due to excessive absence). A grade of D will be entered for graduate courses.

Ordinarily, no student will be allowed to withdraw from any course after the deadline. However, in extreme circumstances, a student may request a late withdrawal with the associate dean of his/her school. Late withdrawals are intended to accommodate only circumstances that are deemed to be beyond the student’s control. Students requesting a late withdrawal submit a written statement with supporting documentation to their associate dean who will confer with the course instructor. The request with supporting documentation is reviewed by a panel composed of an associate dean from each of the three schools and a designate from the Griff Center for Academic Engagement. In the case of a split decision by the panel, the final decision will reside with the dean of the school of the student. Withdrawals will not be granted during final exam week.