

# ADMINISTRATIVE DROP

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Students who fail to meet the course prerequisite will be administratively dropped from the course (please note this includes temporary grades such as I, NG and NR). Additionally, students\* who have not participated in their course within the first fourteen days of the term and cannot be reached by their academic advisor or do not respond to their academic advisor regarding non-participation will be administratively dropped from the course. Course participation is measured by the following:

- physical presence in the classroom for face-to-face courses
- presence in the virtual classroom for online synchronous and hyflex courses
- submission of a discussion post, assignment, and/or exam in hybrid and online asynchronous courses.

Students who are administratively dropped will not be charged tuition or course fees for the course nor will the course appear on their transcript. Students who are administratively dropped will not be readmitted into that course for the remainder of the term. Students who have had their degree/credential conferred are not eligible for an administrative drop. Questions regarding the implications of an administrative drop on financial aid can be directed to the Office of Financial Aid at [Financial.Aid@CUChicago.edu](mailto:Financial.Aid@CUChicago.edu) or at 708-209-3113.

\*International students not utilizing US federal funds (e.g. Title IV) and attending face-to-face courses physically located and delivered outside of the United States of America, US Territories, and/or Minor Outlying Islands are exempt from the non-participation part of the administrative drop policy.