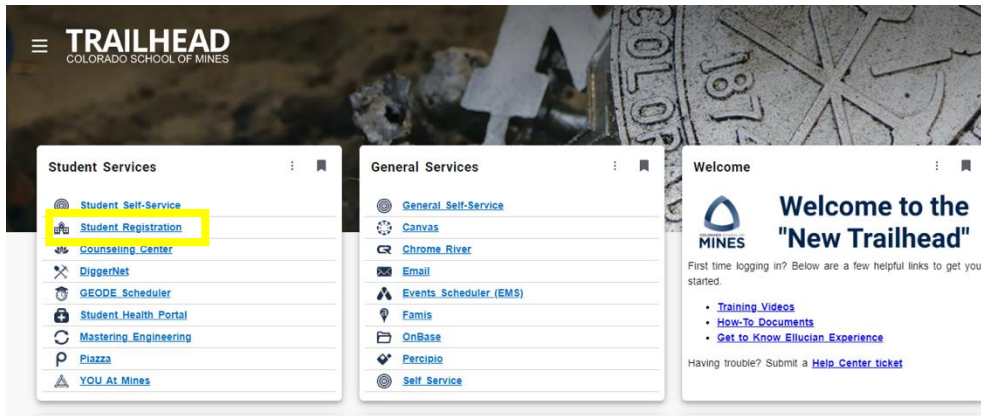


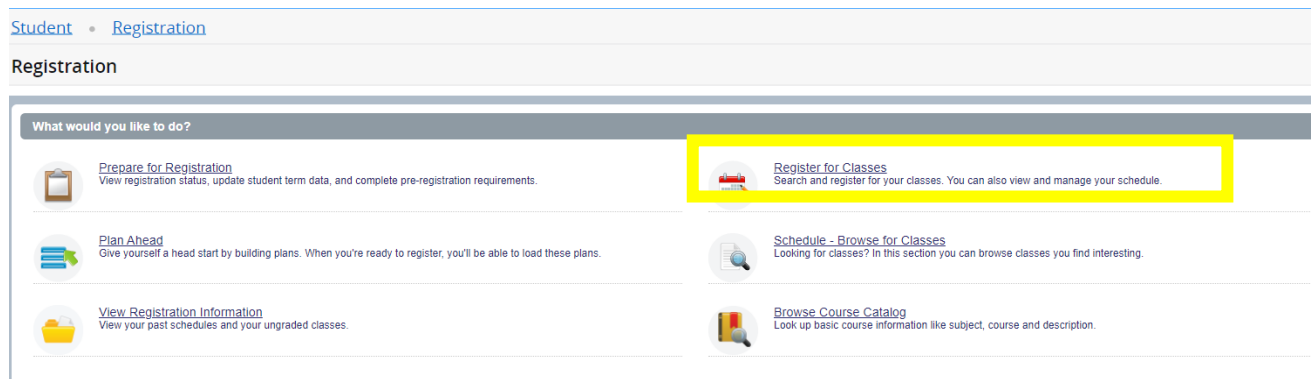
Withdrawing From a Course

INSTRUCTIONS TO WITHDRAW FROM A CLASS

1. Log into Trailhead – find the Student Services card and click on “Student Registration”



2. Click on “Register for Classes”



3. Select the current term, go to the “Summary” box, use the drop-down menu next to the class and select “Withdrawn on Web”. Then click “Submit”.



If you receive error messages when trying to withdraw, please immediately email registrar@mines.edu with your CWID and the nature of the error. If the course you are trying to withdraw is a corequisite to a course that you want to keep, it's likely that you will receive errors and will need the Registrar's assistance.

Additional considerations before withdrawing from a course:

- Talk to your instructor. Your instructor has a good idea of where you are realistically sitting in the class and what it will take for you to pass.
- Consider whether what it will take to pass the course is realistic for you to do.
- Is the course you are considering withdrawing a prerequisite for future courses? Check the catalog for courses that come next and see if there is a grade requirement for the course. While many courses require a C- or better to continue, if no grade requirement is listed, a D- or better is considered passing. Your CASA advisor can help you better understand prerequisite relationships and develop an updated plan if needed if you choose to withdraw or do not receive the required grade to continue as originally planned.
- Consider your current GPA and how your grades may impact your academic standing. Withdrawn courses will not factor into your GPA. If you choose to remain enrolled and receive a D or an F in a course, you can retake it for GPA recovery later (if eligible). [Visit our website](#) for additional GPA recovery and academic standing details.
- Prior to withdrawing, remember to check in with the relevant office if you are receiving any financial aid (loans, scholarships, grants, etc), or if you are an international student or a varsity student athlete.