



**JEI Info on My Lerner:** *Please visit [SWUFE-UD Institute of Data Science - Lerner College Intranet - University of Delaware \(udel.edu\)](#) for the most up-to-date information.*

Period	Date	Cohort 2021-2024
Drop/Add	<p><b>Deadline:</b> February 27, 2025</p> <p><b>Courses:</b> BUAD445, MISY330, ACCT208, MISY405, MISY250, BUAD441, BUAD447, FINC314, FINC416, PHYS143</p> <p><b>MISY350 Deadline:</b> May 21, 2025</p>	<p>Contact <a href="mailto:swufe-jei@udel.edu">swufe-jei@udel.edu</a> to request a change of registration/grading status.</p> <p>Changing to <b>Pass/Fail or Audit</b> means you must <b>retake the course</b> in a future semester.</p>
Withdraw/Change of Registration	<p><b>Deadline:</b> March 28, 2025</p> <p><b>MISY350 Withdrawal Deadline:</b> June 11, 2025</p> <p><b>Note:</b> A withdrawal (W) will appear on the transcript. A <b>\$25 processing fee</b> applies for any changes made during this period.</p>	
Spring 2025 Late Withdraw/Change of Grading Status	<p><b>Deadline:</b> After March 28, 2025 (Extenuating Circumstances Required)</p> <p><b>MISY350 Late Withdraw Deadline:</b> After June 11, 2025</p> <p><b>Important:</b> Late changes require well-documented circumstances and <b>are not guaranteed.</b></p>	

**It is the responsibility of students to initiate this process. Failure to drop/withdraw from courses within the designated timeframe may result in receiving a failing grade on your UD academic record.**

**Use this email template to submit requests of drop/add & withdrawals to: [swufe-jei@udel.edu](mailto:swufe-jei@udel.edu)**

**Subject:** UD Course Add/Drop/Withdraw Request

Dear UD-JEI team,

I hope this message finds you well. I am writing to request the addition/dropping/withdrawal of a course for the [insert semester, e.g., Spring 2025] semester.

**Course Details:**

- Name:** [Insert your full name]
- UD ID:** [Insert UD ID]
- UD Course Name:** [Insert UD course name]
- UD Course Number:** [Insert UD course code and section number]
- Requested Action:** [Add/Drop/Swap to a different section]

**Reason for Request:** [Briefly explain your reason for adding or dropping the course. For example, it could be due to a scheduling conflict, academic focus, personal reasons, etc.]

Best regards,  
[Your Name]