

# Drop from a Class

During the first week of the quarter, students can drop a class through Banner, and the course will not appear on the transcript. Here's how:

- Go to [Banner](#) > *Student Menu* > *Class Registration and Planning* > *Register for Classes*.
- Select the academic quarter for which you are registering and click *Continue*.
- In the lower right-hand box, find the course you would like to drop. There will be a drop-down menu next to the course, select *Drop via Web* and click *Submit*.

In the second week of the quarter, students can still withdraw from classes online. However the course(s) will appear with a "W" on the transcript. A "W" does not affect GPA.

After the second week of the quarter and through the seventh week, undergraduate students must submit [UG Course Drop \(Week 3-8\)](#) through their Banner account in order to withdraw from a class. Graduate and Doctoral students must submit [GRDR Course Drop \(Week 3-8\)](#) through their Banner account. Both forms can be accessed using the instructions below. The course will appear on the transcript with a "W" grade.

- Go to [Banner](#) > *Student Menu* > *Registration and Class Schedules Menu* > *UG Course Drop (Week 3-8)*, *GRDR Course Drop (Week 3-8)*.

For more information, review [FAQ: Withdrawing From Class](#).

Are you interested in completely withdrawing from the University? Find information about that process under [Leaving SPU](#).