

1 D.05. IV. COURSE WITHDRAWAL (Proposed Policy)

2 Before 80% of a term is completed (eleventh week of a 14 week semester), undergraduate and graduate
3 students will follow their respective processes as outlined below in D.05.IV.A. After 80% of the term is
4 complete, all students will follow the same process described in D.05.IV.B.

5 A. BEFORE 80% (11 WEEKS) OF THE TERM IS COMPLETED:

6 A. 1. UNDERGRADUATE STUDENTS

7 Degree-seeking undergraduate students who are enrolled full time must remain enrolled in a minimum
8 of 12 credits for that term. In order to withdraw below full time status, a student must appeal for
9 special permission from primary program or department leadership. If denied, the student has the right
10 to appeal the decision to the dean of their primary college in accordance with the college's appeal
11 process. Undergraduate degree-seeking students who are enrolled below full time status may not
12 withdraw from any courses without the approval of primary program or department leadership.

13 Students are strongly advised to consult with their academic advisor and instructor before they
14 withdraw from any courses. A student may not use the drop with a grade of "W" option to avoid charges
15 of academic dishonesty.

16 Prior to the end of the eleventh week of fall or spring term, a "W" will be assigned upon the student's
17 online request, providing they maintain the credit threshold outlined above. In the unusual situation
18 that a student requests to withdraw below the credit threshold outlined above, a "W" may be assigned
19 only with the approval of the primary program or department leadership. If the approval is granted, the
20 student, course instructor, advisor and the primary program or department leadership will be notified
21 via e-mail.

22 A.2. GRADUATE STUDENTS

23 Prior to the end of the eleventh week of fall or spring term, a "W" will be assigned upon the student's
24 online request. Students are strongly advised to consult with their academic advisor and instructor
25 before they withdraw from any courses. In processing the request, the student, course instructor,
26 advisor and the primary program or department leadership will be notified via e-mail. A student may
27 not use the drop with a grade of "W" option to avoid charges of academic dishonesty.

28 D.5.IV.B AFTER 80% (11 WEEKS) OF THE TERM IS COMPLETED:

29 B.1. ALL STUDENTS

30 After the eleventh week and up to the last official class day of fall or spring term, a "W" will be assigned
31 only with the approval and written signatures of the student, course instructor, primary program or
32 department leadership, and the dean from the student's home college. For a student whose program is
33 housed outside the college structure, the approval of the director or director's designee of the student's
34 academic unit is required. In all other academic sessions and for courses offered in time frames different
35 from standard terms, course withdrawal is available upon the student's request until 80% of the session
36 or course as determined by the Registrar's Office has been completed, providing undergraduate
37 students enrolled full time maintain the threshold outlined above in A.1After this point and up to the
38 last official class day, a "W" will be assigned only with the approval and written signatures of the

39 student, course instructor, primary program or department leadership, and the dean from the student's
40 home college. For a student whose program is housed outside the college structure, the approval of the
41 director or director's designee of the student's academic unit is required.

42 In unusual situations, a "W" may be granted after the last official class day, but before a final grade is
43 posted. Such an extraordinary request is administered through the Provost's Office, in consultation with
44 (if possible) the student, course instructor, primary program or department leadership, and dean from
45 the student's home college. For a student whose program is housed outside the college structure, the
46 approval of the director or director's designee of the student's academic unit is required.

47 Once a final grade has been recorded, students must follow the final course grade dispute policy (see
48 D.1.7).

49 While a "W" will appear on the student's transcript, it carries no credit and does not affect GPA.

50 When a student chooses to drop a course with a grade of "W", full tuition is charged. Courses with a
51 "W" assigned do not count toward the residency requirement.