

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,
20 Students are strongly advised to consult with their academic advisor and instructor before they
21 withdraw from any courses. In processing the request, the student, course instructor, advisor and the
22 primary program or department leadership~~home program or department head~~ will be notified via e-
23 mail.

24 A.2. GRADUATE STUDENTS

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

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

31 B.1. ALL STUDENTS

32 After the eleventh week and up to the last official class day of fall or spring term, a "W" will be assigned
33 only with the approval and written signatures of the student, course instructor, ~~the home program or~~
34 ~~department head~~primary program or department leadership, and the dean from the student's home
35 college. For a student whose program is housed outside the college structure, the approval of the
36 director or director's designee of the student's academic unit is required.

37 In all other academic sessions and for courses offered in time frames different from standard terms,
38 course withdrawal is available upon the student's request until 80% of the session or course as

39 determined by the Registrar's Office has been completed, [providing undergraduate students enrolled](#)
40 [full time maintain the threshold outlined above in A.1](#). After this point and up to the last official class
41 day, a "W" will be assigned only with the approval and written signatures of the student, course
42 instructor, ~~the home program or department head~~[primary program or department leadership](#), and the
43 dean from the student's home college. For a student whose program is housed outside the college
44 structure, the approval of the director or director's designee of the student's academic unit is required.

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

51 [Once a final grade has been recorded, students must follow the final course grade dispute policy \(see](#)
52 [D.1.7\)](#).

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

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