

1 D.05. IV. COURSE WITHDRAWAL (~~Proposed policy revisions 1-23-19~~)[Approved as amended 01-24-2019](#))

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 Students are strongly advised to consult with their academic advisor and instructor before they  
8 withdraw from any courses. A student may not use the drop with a grade of "W" option to avoid charges  
9 of academic dishonesty or after the instructor has officially submitted the final grade.

10 Prior to the end of the eleventh week of fall or spring term, a "W" will be assigned upon a full time  
11 student's request, providing the student maintains full-time credit status. In processing the request, the  
12 student, course instructor, advisor and the home program or department head will be notified via e-  
13 mail.

14 In order for a full time undergraduate student to withdraw below full time status, a student must  
15 request for special permission from primary program or department leadership. Undergraduate degree  
16 seeking students who are enrolled less than full time may not withdraw from any courses without the  
17 approval of primary program or department leadership. (RIT's definition of full time can be found in  
18 policy [D02.0.III.E](#))

19 If approved, the student, advisor, and course instructor will be notified. If denied, the student has the  
20 right to appeal the decision ~~to the dean of their primary college~~ in accordance with ~~their primary~~  
21 college's appeal process.

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 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, the home program or  
32 department head, 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.

35 In all other academic sessions and for courses offered in time frames different from standard terms,  
36 course withdrawal is available upon the student's request until 80% of the session or course as  
37 determined by the Registrar's Office has been completed, providing undergraduate students enrolled

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38 full time maintain the credit status outlined above in A.1. After this point and up to the last official class  
39 day, a "W" will be assigned only with the approval and written signatures of the student, course  
40 instructor, the home program or department head, and the dean from the student's home college. For a  
41 student whose program is housed outside the college structure, the approval of the director or  
42 director's designee of the student's academic unit is required.

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

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

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