

Proposed new language for undergraduate catalog

Note: A section that explains the phrases highlighted in gray should precede the “Complete Withdrawal” section. Suggested wording for such a section is in italics below.

Explanation of Drop and Drop-with-W Periods

Drops and withdrawals affect a student’s transcript differently depending on the point of time within a semester. The following definitions explain the beginning and end of each period of a semester.

Drop Period – For fall and spring semesters, the drop period is the first through the 10th day of the semester. For summer, it is the first meeting date of the class through the following business day. For January terms, it is the first and second day of the term.

Drop-with-W Period – For fall and spring semester, the drop-with-W period is the day following the drop period through the fifth day following the semester midpoint. For summer, it is the day following the drop period of the class to the midpoint of the class. For January terms, it is the day following the drop period through the midpoint of the term.

Complete Withdrawal

A student may withdraw from the University at any time during a semester, up to the completion or submission of the final work of the course(s), by submitting a request in writing to the dean (or the dean’s designee) of the college or school in which the student is enrolled.

A. Complete withdrawals that occur within the **drop period** of the semester will result in no coursework appearing on the student’s transcript for the respective semester.

B. Complete withdrawals that occur within the **drop-with-W period** will result in the mark of “W” (Withdrawal) on the student’s transcript for the respective semester’s coursework. The “W” is not used in the calculation of the grade point average.

C. Complete withdrawal requests submitted after the **drop-with-W period** will be considered late withdrawal requests and must document the extenuating circumstances that form the basis for the request, such as a serious illness or a family emergency.

1. Authorized late complete withdrawals will have the same result as item B above.

2. Unauthorized late withdrawals may lead to a mark of “WU”, which is counted as an “F” in the grade point average calculation. In the case of an unauthorized withdrawal:

a. If the last date of academic activity is determined to be within the drop period, the result will be the same as in item A above.

b. If the last date of academic activity is determined to be within the drop-with-W period, the result will be the same as item B above. The “W” cannot be removed from a student’s transcript upon subsequently repeating the course.

c. If the last date of academic activity is determined to be after the drop-with-W period, the instructors of record will determine if a mark of “WU” (Unauthorized Withdrawal) or letter grade will be assigned. The “WU” is calculated as an “F” in the grade point average. The “WU” cannot be removed from a student’s transcript upon subsequently repeating the course; however, its calculation as an “F” maybe removed from the student’s grade point average.

Financial implications are not in the purview of the academic colleges and schools.

Current language

[header] Financial Aid Adjustments Based on Enrollment Changes (Other Than Complete Withdrawals)

A student may withdraw from the University at any time during a semester, up to and including the last day of class, by obtaining the consent of the dean of the college or school in which the student is enrolled. The application for withdrawal must document the extenuating circumstances that form the basis for the requested withdrawal, such as a serious illness or a family emergency.

Upon approval of the withdrawal, the student’s transcript records the courses in which the student was enrolled that semester. If the student leaves the University without obtaining the consent of the dean of the student’s college or school, the student’s transcript records the courses in which the student was enrolled that semester and the grades assigned by the instructors.