Course Withdrawals

A. Purpose

The purpose of this policy is to establish the criteria for assigning an indicator of withdrawal when any undergraduate student withdraws from a course.

B. Scope

This policy applies to all undergraduate students.

C. Key words and phrases:

GPA – Stands for grade point average; formerly QPA for quality point average.

W – Withdrawn; there is no effect on the GPA.

D. Policy & Procedure(s)

1. When an undergraduate student registers for classes, the student commits to those classes; to be relieved of this commitment, the student must officially drop, or withdraw from, those classes through the Registrar's Office. Failure to drop, or withdraw from, a class for which a student is registered, but is not attending, will result in a final grade for that course determined by the instructor, such as “F” or “FN”.

2. Courses dropped during the add-drop period of the relevant semester or session will not be recorded on the student’s permanent transcript.

3. During the Fall or Spring semester, students may withdraw from one or more semester-long courses with a grade of “W” between the second and twelfth weeks of the semester. The precise timeframe will be published prior to the beginning of the specific semester.

4. During a Winter session, Summer session, or in a session during the Fall or Spring semester that is shorter than the full semester (e.g., a 7-week course), the latest date to withdraw from a course with a grade of “W” will be approximately 85% of the way through the session. This date will be determined by the Registrar’s Office prior to the beginning of the specific session.

E. Effective Date

Fall 2022
Policy ACA-011

F. Approved By
   Faculty Senate – March 4, 1974
   President – March 5, 1974
   University Senate Revision – April 6, 2000
   Academic Standards and Policies Committee – May 5, 2022
   University Senate – September 1, 2022
   President – September 14, 2022

G. Last Reviewed
   October, 2008
   March, 2009
   August, 2009
   August, 2010
   August, 2011
   August, 2012
   August, 2013
   August, 2014
   August, 2015
   August, 2016
   August, 2017
   August, 2018
   August, 2019
   August, 2020
   May, 2022