Course Withdrawal (W grade) Policy

No. 6311

Policy Effective Date:
4/12/1999

Last Revision Date:
11/21/2022

Policy Owner:
Julie Ross

Policy Author: *(Contact Person)*
Rick Sparks

Affected Parties:
Undergraduate
Graduate
Faculty
Staff
Other

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1.0 Purpose

The purpose of this policy is to define a course withdrawal, commonly referred to as the W grade.

2.0 Policy

Students are allowed to apply a "W" grade to no more than three (3) courses during a their academic career.

3.0 Procedures

1. Students must complete a Course Withdrawal form before the end of the last scheduled regular class day (before Reading Day) of the term of the course to be "course withdrawn".
2. Courses processed as "course withdrawn" or W grade will remain on the student's transcript with a grade of W.
3. This policy cannot be applied to courses with penalties applied by the University Honor System.
4. Application of this policy is irrevocable and unappealable.
5. Hours marked as a W grade will continue to assess in hours enrolled for purposes of financial aid and tuition assessment.
6. There will be no refunds of tuition and fees as a result of application of this policy.

4.0 Definitions

5.0 References

6.0 Approval and Revisions

Approved by the Commission on Undergraduate Studies and Policies: April 12, 1999
Approved by University Council: May 3, 1999
Approved by President: May 3, 1999

Policy became effective the First Summer Term 2000.

- Revision 1
  Policy revised to incorporate PPM 196, Revision to Course Withdrawal Policy ("W" Grade Policy), and to clarify the refund policy related to course withdrawal.

  Approved November 21, 2022, by University Registrar, Rick Sparks.