

Course Withdrawal & The Notation of “W”

The notation of “W” is an administrative action, since it is a record of action taken by the student or administration and is not a reflection of the student’s performance in the course. Withdrawals will be noted as follows.

1. Students may drop a course without notation on their academic record during the published add/drop period or before the second scheduled class meeting, whichever occurs later. For the purposes of this policy, online and hybrid courses are deemed to begin meeting on the first day of the semester at 9a.m., unless otherwise noted. They will be considered meeting as other in-person courses in a given term (i.e. two-three times per week for 14-15 week terms, twice per week for 6-7 week terms, daily for winter session terms). The calendar dates for this process will be published in the Course Offerings Booklet. In traditional semesters, all day student withdrawals must be made through the Office of the Registrar and Continuing Education (CGCE) student withdrawals must be made through the Office of Continuing Education. In winter and summer sessions, all withdrawals must be made through the Office of CGCE.
2. Students may withdraw up to three weeks prior to the last day of classes for traditional semester courses and before 75% of a course is complete for courses in shortened sessions (i.e. two weeks prior to the last day of classes for eight week courses) by completing a Withdrawal Form. The notation of “W” will be placed on the student’s record for the course(s) dropped during this period. This form requires the professor’s signature and the signature of the student’s advisor. This procedure is designed to inform the teaching faculty of the student’s intent and action to leave the course and to discuss the impact of the withdrawal with the faculty advisor. In neither case should this process be interpreted as seeking permission. The calendar dates for this process will be published in the Course Offering Booklet. Withdrawal forms must be signed and returned to the Office of the Registrar or CGCE office, depending on the student’s division, by the due date. Acknowledgement from the faculty member and/or advisor via email is permitted. Choosing to withdraw is a serious matter, and it should be known that withdrawing from a course can affect a student’s class standing, full-time status, financial aid, etc. A student should consider speaking with the instructor, a faculty advisor, or an advisor in the Academic Advising Center before dropping a course.
3. Administrative offices can withdraw students for cause. Reasons for administrative withdrawal may include non-payment of tuition and fees, lack of health form information, academic failure or probation, exceeding the permissible number of credits in a single semester, and/or disciplinary action. The notation of “AW” is made on the student’s record for all courses dropped administratively. Please note, that withdrawal for non-payment should not be assumed.
4. Students who enroll in a course before the first day of class and miss all scheduled class meetings during the first week (five class days) of the semester may be withdrawn from that course at the discretion of the professor. Students who are enrolled in shortened session courses or courses that meet only once a week may be withdrawn after missing the first two scheduled class meetings. For purposes of this policy, online and hybrid courses are deemed to begin meeting on the first day of the semester at 9a.m., unless otherwise noted. They will be considered meeting as other in-person courses in a given term (i.e. first week of the semester for full-term courses, twice per week for shortened terms). Professors are asked to justify such a decision at the time of the recommended withdrawal. Beginning with the third week of classes (or with the third class meeting in shortened sessions), a professor may not submit a “W.”
5. Students who can document extenuating circumstances that prevent them from submitting a Withdrawal Form during the published Withdrawal dates may be allowed to drop a course with a “W” notation on their transcript beyond the normal course withdrawal period. These students must complete a form explaining the extenuating circumstances and obtain signatures from the Associate Dean of Academic Achievement (Day Division), or the Dean of Graduate and Continuing Education (Continuing Education Division) and the professor for the course. Examples of extenuating circumstances may include health, family, or employment issues. Refunds of tuition for courses in the Division of Continuing Education, if any, are made on the basis of the date and time of receipt of withdrawal notification in the Continuing Education Office, and in accordance with the refund schedule in force during the session within which the refund is requested.