



UNIVERSITY OF  
**GEORGIA**

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## University Council

September 24, 2018

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Provost's Representative – Rahul Shrivastav  
Undergraduate Student Representative – Jan Joho  
Graduate/Professional Student Representative – TBD

Dear Colleagues:

The attached proposal to revise Policy 4.02-3, University Policy on Course Drops and Withdrawals, will be an agenda item for the September 24, 2018, Full Educational Affairs Committee meeting. This revision extends the timeline for the Office of Student Care and Outreach to initiate a Retroactive Hardship Withdrawal on behalf of a student until the withdrawal deadline of the semester following the semester for which the hardship withdrawal is sought.

Sincerely,

Mark Farmer, Chair  
Educational Affairs Committee

cc: Interim Provost Libby V. Morris  
Dr. Rahul Shrivastav

**4.02-3 University Policy on Course Drops and Withdrawals**  
<https://reg.uga.edu/general-information/policies/withdrawals>

**Educational Affairs Committee**  
**Proposed September 24, 2018**

**Rationale:**

(1) Currently, the Retroactive Hardship Withdrawal policy is that the Office of Student Care and Outreach may only initiate a student hardship withdrawal if the request is made and processed before the last day of classes in a given semester. Experience demonstrates that many students, particularly those wrestling with emotional or psychological issues, fail to grasp the magnitude of their problems as they are occurring. It is only after a period of reflection (often after the semester has concluded) that students come to terms with their situations and reach out for help. The proposed change in the Retroactive Hardship Withdrawal policy is to allow those students to enjoy the same level of consideration and accommodation as do students who choose to exercise a hardship withdrawal before the last day of classes in a semester.

(2) In some cases a traumatic event will occur at or near the end of the term. In these cases, there is often not enough time for a student to reach out to the Office of Student Care and Outreach and assemble all the necessary documentation before the last day of classes. If the events occur during finals period, there is no opportunity for a student to receive a hardship withdrawal through the Office of Student Care and Outreach, even if they have previously been working with the Office of Student Care and Outreach. The staff of the Office of Student Care and Outreach have many years of experience in dealing with at-risk students and those who experience various difficulties. They are well qualified to fairly evaluate those situations that warrant a hardship withdrawal.

[https://studentaffairs.uga.edu/site/directory\\_department/sss\\_cat](https://studentaffairs.uga.edu/site/directory_department/sss_cat)

(3) Currently, if a student experiences significant hardship during the semester (including the period currently covered by the regular withdrawal period), the Office of Student Care and Outreach is authorized to work with the Registrar's office to execute a hardship withdrawal from all courses. The Office of Student Care and Outreach follows the same guiding principles as does the EAC appeals committee in (a) requiring documentation of hardship, (b) considering only those hardships which have had a major impact on a student's academic performance, and (c) disallowing selective withdrawal except in unusual circumstances (e.g., PE course withdrawal due to injury). In this way, we believe that the standards applied to a Retroactive Hardship Withdrawal are the same, regardless of whether they are evaluated by the Office of Student Care and Outreach or the EAC.

## Proposed Revisions:

Students who withdraw from courses before the withdrawal deadline (two weeks after the midpoint, as specified by the official calendar) will receive a grade of W. Withdrawals from courses will not be permitted after the withdrawal deadline except in cases of hardship as determined by ~~the Office of~~ Student Care and Outreach (SCO) within the Division of Student Affairs. Students ~~with~~ ~~will not be able to withdraw from their coursework if they have~~ an active financial or registration hold on their record ~~must clear that hold before being able to withdraw from their coursework.~~

Students may drop one, some, or all of their classes during the drop/add period. Courses dropped in this manner do not appear on a student's transcript and are not considered as hours attempted for financial aid purposes. No grade is assigned for such courses. However, a student who wishes to withdraw from a course after the last day of the drop period for a term must withdraw through ~~Athena-~~ ATHENA (Online Student Information System).

If the student withdraws before the semester's withdrawal deadline, the student will receive a grade of W. An instructor may withdraw a student from a course due to excessive absences as defined in the course syllabus, and the student will receive a grade of W.

If the student does not initiate the withdrawal, the Registrar will notify the instructor and the student of the withdrawal.

If a student experiences significant personal hardship (e.g., medical or family emergency, prolonged illness), ~~the Office of Student Care and Outreach~~ SCO can approve a hardship withdrawal from all courses in the term for which a student is currently registered. In the case of an approved hardship withdrawal from all courses, the Registrar will assign grades of W for those classes. The instructor must be informed of the assignment of the W grade. The deadline for final approval of a hardship withdrawal by ~~Student Care and Outreach~~ SCO is the last day of classes for the semester. ~~If the hardship withdrawal process is not complete by the last day of classes, a student must appeal for a retroactive hardship withdrawal from the Educational Affairs Committee.~~

A hardship withdrawal cannot ordinarily be used to withdraw selectively from some courses while remaining enrolled in other courses. Selective withdrawal will be permitted only under exceptional circumstances. In these cases, ~~Student Care and Outreach~~ SCO will document the hardship and work with ~~each instructor~~ the Registrar's Office to assign a withdrawal grade for each course.

Each year, ~~Student Care and Outreach~~ SCO will submit a written report to the Educational Affairs Committee summarizing the number of hardship withdrawals granted (both complete and partial) within the past year and, in the case of partial hardship withdrawals, the circumstances justifying the use of a partial withdrawal.

~~If the hardship withdrawal process is not complete by the last day of classes, a student must appeal for a retroactive hardship withdrawal. SCO will receive appeals for retroactive hardship withdrawals that are submitted by the withdrawal deadline of the semester following the~~

semester for which the hardship withdrawal is sought. After that time, a student must appeal ~~Appeals~~ for a retroactive hardship withdrawal ~~s must be directed to~~ from the Educational Affairs Committee. Retroactive hardship withdrawals are rarely granted if it has been more than two years since the last day of class for which the withdrawal is sought. Extraordinary justification must be shown. In the case of approved retroactive hardship withdrawals, the Registrar will assign a grade of W. The instructor who originally assigned the grade must be informed of the change of grade.

If a student is suspended by the Office of Student Conduct following a violation of the University's Code of Conduct not related to academic dishonesty, ~~Student Care and Outreach~~ the Office of Student Conduct may facilitate a University-initiated withdrawal from courses for which a student is registered for the term. The Registrar will assign grades of W for those classes. The instructor must be informed of the assignment of the W grade.

All probation and exclusion rules apply regardless of the circumstances of the withdrawal. For more information, see [General Academic Regulations related to Academic Probation and Academic Dismissal](#).

No student shall be withdrawn from a course for lack of a prerequisite after the end of one calendar week from the beginning of the term.

No refund is available for a reduction in hours due to individual course withdrawals that occur after the drop/add period.

Students should be aware that a reduction in their hours might result in the loss of full-time student status and thus affect their financial aid, scholarships, athletic and ticket eligibility, University housing accommodations, use of University resources and access to University facilities, immigration status for international students, Veterans Educational Benefits. Students should contact the appropriate office and their academic advisor with questions about the impact of their withdrawal from a course before initiating a withdrawal. Students who are returning from academic dismissal are advised to consult with their academic advisor prior to withdrawal because violation of the minimum enrollment requirements can lead to a second dismissal from the University. Veterans and dependents of veterans who receive educational benefits must notify the Veterans Education Benefits Area in the Office of the Registrar of any course load reductions.

## **Revised Policy:**

Students who withdraw from courses before the withdrawal deadline (two weeks after the midpoint, as specified by the official calendar) will receive a grade of W. Withdrawals from courses will not be permitted after the withdrawal deadline except in cases of hardship as determined by Student Care and Outreach (SCO) within the Division of Student Affairs. Students with an active financial or registration hold on their record must clear that hold before being able to withdraw from their coursework.

Students may drop one, some, or all of their classes during the drop/add period. Courses dropped in this manner do not appear on a student's transcript and are not considered as hours attempted for financial aid purposes. No grade is assigned for such courses. However, a student who wishes to withdraw from a course after the last day of the drop period for a term must withdraw through ATHENA (Online Student Information System).

If the student withdraws before the semester's withdrawal deadline, the student will receive a grade of W. An instructor may withdraw a student from a course due to excessive absences as defined in the course syllabus, and the student will receive a grade of W.

If the student does not initiate the withdrawal, the Registrar will notify the instructor and the student of the withdrawal.

If a student experiences significant personal hardship (e.g., medical or family emergency, prolonged illness), SCO can approve a hardship withdrawal from all courses in the term for which a student is currently registered. In the case of an approved hardship withdrawal from all courses, the Registrar will assign grades of W for those classes. The instructor must be informed of the assignment of the W grade. The deadline for final approval of a hardship withdrawal by SCO is the last day of classes for the semester.

A hardship withdrawal cannot ordinarily be used to withdraw selectively from some courses while remaining enrolled in other courses. Selective withdrawal will be permitted only under exceptional circumstances. In these cases, SCO will document the hardship and work with the Registrar's Office to assign a withdrawal grade for each course.

Each year, SCO will submit a written report to the Educational Affairs Committee summarizing the number of hardship withdrawals granted (both complete and partial) within the past year and, in the case of partial hardship withdrawals, the circumstances justifying the use of a partial withdrawal.

If the hardship withdrawal process is not complete by the last day of classes, a student must appeal for a retroactive hardship withdrawal. SCO will receive appeals for retroactive hardship withdrawals that are submitted by the withdrawal deadline of the semester following the semester for which the hardship withdrawal is sought. After that time, a student must appeal for a retroactive hardship withdrawal from the Educational Affairs Committee. Retroactive

hardship withdrawals are rarely granted if it has been more than two years since the last day of class for which the withdrawal is sought. Extraordinary justification must be shown. In the case of approved retroactive hardship withdrawals, the Registrar will assign a grade of W. The instructor who originally assigned the grade must be informed of the change of grade.

If a student is suspended by the Office of Student Conduct following a violation of the University's Code of Conduct not related to academic dishonesty, the Office of Student Conduct may facilitate a University-initiated withdrawal from courses for which a student is registered for the term. The Registrar will assign grades of W for those classes. The instructor must be informed of the assignment of the W grade.

All probation and exclusion rules apply regardless of the circumstances of the withdrawal. For more information, see [General Academic Regulations related to Academic Probation and Academic Dismissal](#).

No student shall be withdrawn from a course for lack of a prerequisite after the end of one calendar week from the beginning of the term.

No refund is available for a reduction in hours due to individual course withdrawals that occur after the drop/add period.

Students should be aware that a reduction in their hours might result in the loss of full-time student status and thus affect their financial aid, scholarships, athletic and ticket eligibility, University housing accommodations, use of University resources and access to University facilities, immigration status for international students, Veterans Educational Benefits. Students should contact the appropriate office and their academic advisor with questions about the impact of their withdrawal from a course before initiating a withdrawal. Students who are returning from academic dismissal are advised to consult with their academic advisor prior to withdrawal because violation of the minimum enrollment requirements can lead to a second dismissal from the University. Veterans and dependents of veterans who receive educational benefits must notify the Veterans Education Benefits Area in the Office of the Registrar of any course load reductions.