



The University of Georgia

University Council
Athens, Georgia 30602

April 24, 2014

EDUCATIONAL AFFAIRS COMMITTEE – 2013-2014

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(also representing Forestry and Natural Resources)
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(also representing Pharmacy, Law, and Engineering)
Provost's Representative – Dr. Laura Jolly
Undergraduate Student Representative – Mr. Alex Caille
Graduate/Professional Student Representative – Ms. Heather Hershey

Dear Colleagues:

The attached proposal to change the Academic Affairs General Policy No 4.02-3, University Policy on Course Drops and Withdrawals, was approved by the Educational Affairs Committee on March 24, 2014 and approved, with a friendly amendment, at the April 23, 2014 meeting of the University Council.

Sincerely,

Rodney Mauricio, Ph.D., Chair
Educational Affairs Committee

4.02-3 University Policy on Course Drops and Withdrawals

Current Policy

Withdrawal from Courses

Effective fall 2008, all undergraduate students are limited to four course withdrawal-passing (WP) grades during their enrollment at UGA. Withdrawal grades (W or WF) accumulated prior to fall 2008 will not be counted in the application of this policy. Transfer grades of W, WP, and WF, i.e., any withdrawals earned at an institution other than UGA, and a grade of WM assigned for a military withdrawal, are not considered in the application of this policy. For further information about military withdrawal, please visit the [Student Support Services](#) website.

A student- or instructor-initiated withdrawal after the student's fourth WP will result in the automatic assignment of a withdrawal-failing (WF) grade. If a student withdraws from a course and the associated lab taken concurrently, it will be counted as only one withdrawal for purposes of this policy.

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 OASIS (Online Access to the Student Information System).

If the student withdraws before the semester's withdrawal deadline and has not yet received 4 grades of WP, the instructor will be asked to assign a grade of WP or WF. If the student has already accumulated 4 WP grades, a grade of WF will be automatically assigned. If the student withdraws after the midpoint withdrawal deadline of the semester, the instructor must assign a grade of WF.

An instructor may withdraw a student from a course due to excessive absences as defined in the course syllabus. If such a withdrawal occurs after the drop/add period and the student does not yet have 4 grades of WP, the instructor will have the option to assign a grade of WP or WF. If the student has already accumulated 4 grades of WP, the instructor must assign a grade of WF.

If a withdrawal is initiated by someone other than the instructor, the instructor and the student will be notified by the Office of the Registrar of the withdrawal. If a student with fewer than four WP course grades is withdrawn from a class prior to the withdrawal deadline, the instructor will have the option to assign a grade of WP or WF.

If a student experiences significant personal hardship (e.g., medical or family emergency, prolonged illness), the Office of the Vice President for Student Affairs (OVPSA) can facilitate a hardship withdrawal from courses for which a student is registered for the term. 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. A hardship withdrawal does not guarantee a grade of WP; it is each instructor's prerogative to assign a grade of WP or WF.

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 OVPSA may facilitate a University-initiated withdrawal from courses for which a student is registered for the term. A University-initiated withdrawal does not guarantee a grade of WP; each instructor should assign a grade of WP or WF based on the student's academic performance at the time of withdrawal.

If sufficient documentation is provided and a hardship or University-initiated withdrawal is approved by the OVPSA, the OVPSA will work with each instructor to assign a withdrawal grade for each course. A WP course grade assigned due to a hardship or University-initiated withdrawal will not be counted in the application of this policy.

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 may affect their Student Financial Aid, the HOPE scholarship, athletic and ticket eligibility, University housing accommodations, use of University resources and access to University facilities, immigration status for international students, Veterans Educational Benefits, and the loss of full-time student status, which can lead to health insurance cancellation. 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.

Portions related to University-initiated withdrawals were added spring 2011, and will be effective summer 2011.

4.02-3 University Policy on Course Drops and Withdrawals

Current Policy with Revisions

Withdrawal from Courses

Effective fall 2008, all undergraduate students are limited to four course withdrawal-passing (WP) grades during their enrollment at UGA. Withdrawal grades (W or WF) accumulated prior to fall 2008 will not be counted in the application of this policy. Transfer grades of W, WP, and WF, i.e., any withdrawals earned at an institution other than UGA, and a grade of WM assigned for a military withdrawal, are not considered in the application of this policy. For further information about military withdrawal, please visit the [Student Support Services](#) website.

A student- or instructor-initiated withdrawal after the student's fourth WP will result in the automatic assignment of a withdrawal-failing (WF) grade. If a student withdraws from a course and the associated lab taken concurrently, it will be counted as only one withdrawal for purposes of this policy.

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 and has not yet received 4 grades of WP, the instructor will be asked to assign a grade of WP or WF. If the student has already accumulated 4 WP grades, a grade of WF will be automatically assigned. If the student withdraws after the midpoint withdrawal deadline of the semester, the instructor must assign a grade of WF.

An instructor may withdraw a student from a course due to excessive absences as defined in the course syllabus. If such a withdrawal occurs after the drop/add period and the student does not yet have 4 grades of WP, the instructor will have the option to assign a grade of WP or WF. If the student has already accumulated 4 grades of WP, the instructor must assign a grade of WF.

If the student does not initiate the withdrawal, the Registrar will notify the instructor and the student of the withdrawal. If a student with fewer than four WP course grades is withdrawn from a class prior to the withdrawal deadline, the instructor will have the option to assign a grade of WP or WF.

If a student experiences significant personal hardship (e.g., medical or family emergency, prolonged illness), the Office of the Dean of Students (ODOS) 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 WP for those classes. The instructor must be informed of the assignment of a grade. The deadline for final approval of a hardship withdrawal by ODOS is the last day of classes for**

that 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, the ODOS will document the hardship and work with each instructor to assign a withdrawal grade for each course. In this case, a partial hardship withdrawal does not guarantee a grade of WP; it is each instructor's prerogative to assign a grade of WP or WF.

Each year, the ODOS 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.

Appeals for retroactive hardship withdrawals must be directed to the Educational Affairs Committee. In the case of approved retroactive hardship withdrawals, the Registrar will assign a grade of WP. The instructor who originally assigned the grade must be informed of the change of grade. If the instructor is no longer at the University, the head of the department in which the course is taught must be informed of the grade change.

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 ODOS may facilitate a University-initiated withdrawal from courses for which a student is registered for the term. A University-initiated withdrawal does not guarantee a grade of WP; each instructor should assign a grade of WP or WF based on the student's academic performance at the time of withdrawal.

A WP course grade assigned due to a hardship or University-initiated withdrawal will not be counted in the application of the withdrawal limit policy.

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 hours might result in the loss of full-time student status and thus affect financial aid, scholarships, athletic and ticket eligibility, University housing accommodations, use of University resources and access to University facilities, immigration status for international students, or 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.

Portions related to University-initiated withdrawals were added spring 2011, and will be effective summer 2011.

Further changes to hardship withdrawals were added spring 2014 and will be effective summer 2014.

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