



The University of Georgia

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March 31, 2010

Dr. Adrian Childs, Chair
Executive Committee
University Council
239 Hugh Hodgson School of Music
CAMPUS

Dear Dr. Childs:

On March 29, 2010, the Educational Affairs Committee approved and voted to forward the proposed 2011-2012 Academic Calendar to the Executive Committee of University Council for consideration and placement on the April 27, 2010, Council agenda.

In addition, the Educational Affairs Committee approved edits to the Hardship Withdrawal Policy, which would allow partial withdrawals in exceptional circumstances. The Committee would like to forward this Policy for consideration and placement on the April 27th meeting agenda, as well.

If you have questions concerning these items, please feel free to contact me by e-mail at gandrews@uga.edu.

Sincerely,

Gayle Andrews, Chair
Educational Affairs Committee

PGA/mmk
attachment

c. Ms. Rebecca Macon, Registrar

<http://bulletin.uga.edu/bulletin/ind/withdrawal1.html>

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.

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.

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.

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 all courses for which a student is registered for the term. A hardship withdrawal ordinarily cannot be used to withdraw selectively from some courses while remaining enrolled in other courses. Selective withdrawal will be permitted only under exceptional circumstances. If sufficient documentation is provided and a hardship withdrawal is approved by the OVPSA, the OVPSA will work with each instructor to assign a withdrawal grade for each course. A hardship withdrawal does not guarantee a grade of WP; it is each instructor's prerogative to assign a grade of WP or WF. A WP course grade assigned due to a hardship will not be counted in the application of this policy.

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.

Revision proposed by Educational Affairs Committee, 3/10