Withdrawal Maximum Policy Benchmarking

**Summary**

A review of 171 ABOR peer institutions’ drop and withdrawal policies show variations both in how a student’s number of withdrawals is limited and how far into the term withdrawals are first notated on a student’s transcript. Six institutions set a maximum number of withdrawals for a student’s entire undergraduate career, with the lowest limit being 3 courses (UCLA) and the highest being 6 courses (University of Texas - Austin). The latter is comparable to the University of Arizona’s current 18 unit withdrawal limit. Two institutions limit students to one course withdrawal per term (University of Maryland, University of Washington2). Nine institutions do not set a maximum withdrawal, though 3 detail strict criteria the student must meet to be eligible.

Week 3 was the most common start date to assign a W grade; this is consistent with the University of Arizona’s current policy. Only 3 institutions did not provide deadlines in-policy.

1 Relevant policy could be located for only 16/17 institutions.

2 The University of Washington may grant students a second course withdrawal per term if approved by their advisor.

1. **Withdrawal Maximum**

|  |  |
| --- | --- |
| **W MAXIMUM** | **INSTITUTION** |
| No maximum | * Arizona State University
* Northern Arizona University
* Michigan State University
* Ohio State University
* Pennsylvania State University
* University of Wisconsin - Madison
 |
| No maximum; first drop is unrestricted but all following must meet extenuating circumstances | * University of Minnesota
 |
| No maximum, but must meet extraordinary/non-academic circumstances | * UC Davis
* University of Illinois
 |
| 1 course per quarter (more if approved by advisor) | * University of Washington – Seattle2
 |
| 1 course/4 credits per term | * University of Maryland
 |
| 18 units | * **University of Arizona**
 |
| 6 courses (emergency situations don’t count towards), plus one time exception | * University of Texas - Austin
 |
| 16 hours | * University of North Carolina
 |
| 4 courses | * Texas A&M University
 |
| 4 courses total; 2 courses for first 60 units, 2 courses for second 60 units (may petition for more in extenuating circumstances) | * University of Florida
 |
| 3 courses | * UCLA
 |
| Policy unavailable | * University of Iowa
 |

2 The University of Washington may grant students a second course withdrawal per term if approved by their advisor.

1. **Dates to Receive “W” on Transcript**

|  |  |
| --- | --- |
| **WHEN “W” IS ASSIGNED** | **INSTITUTION** |
| Weeks 2-12 | * Pennsylvania State University
 |
| Day 9 – Week 10 (must petition thereafter) | * Northern Arizona University
 |
| Day 11 – Week 10 | * University of Maryland
 |
| Day 13 – “Midsemester” | * University of Texas – Austin
 |
| Weeks 3-8 (must petition thereafter) | * University of North Carolina
 |
| Weeks 3-13 | * University of Arizona
 |
| Week 3- last day of instruction | * University of Washington – Seattle
 |
| Week 3- no end date stated | * University of Minnesota
 |
| Day 21 – last day of class (petition only) | * UC Davis
 |
| Weeks 5-10 (must petition thereafter) | * Ohio State University
 |
| Start date of W not stated, through week 10 | * Arizona State University
 |
| “Middle-end of semester” (petition only) | * Michigan State University
 |
| Weeks 7 – 10 (must petition thereafter) | * UCLA
 |
| Day 60 – last day of instruction | * Texas A&M University
 |
| Not stated in policy | * University of Florida
* University of Illinois
* University of Wisconsin
 |
| Policy not available | * University of Iowa
 |

**Full Policy Text**

University of Arizona
<https://catalog.arizona.edu/policy/grades-and-grading-system#Withdrawal>
W Grade Unit Maximum

The number of undergraduate course withdrawals (drops) cannot exceed 18 units during the student's undergraduate career; the 18-unit limit will be reset once a student completes a bachelor's degree at the University and begins a Second Bachelor's Degree (does not apply to concurrent degrees). The 18-unit maximum applies to all courses dropped with a W grade. The W grade is awarded for all withdrawals between the first and final withdrawal deadlines--from the third week through the thirteenth week of a regular semester (including those awarded for administrative drops or for approved Late Change Petitions).

Arizona State University
<https://www.asu.edu/aad/manuals/ssm/ssm201-08.html>
Withdrawal from Classes – General Policy

Policy
Depending on the date of the withdrawal, classes from which a student withdraws may receive a grade of “W.”

Any appropriate refunds are issued based on the published Refund Schedule and the withdrawal date.

Course Withdrawal
During the first 10 weeks of the fall or spring semester, or the first three weeks of a summer session, a student may withdraw from a class or classes and receive a grade of “W.” Classes with alternate begin and end dates will have an adjusted withdrawal schedule, and students may need to submit the Withdrawal Request in person at University Registrar Services.

Complete Withdrawal
A student may withdraw from all of his or her classes (the student will no longer be enrolled in any classes for the specified semester) through the transaction deadline or the last day of classes for any semester. A grade of “W” is awarded for each class from which the student withdraws.

Procedures
Course Withdrawal
To withdraw from one or more, but not all, classes during the course withdrawal period (as published in the University Registrar Services’ Semester Calendar), a student may:

1. withdraw on the Web at My ASU (beginning the first day of the fall and spring semesters, undergraduate students must initiate a complete withdrawal in person)

or

1. submit a completed Withdrawal Request form with a photo ID to University Registrar Services and wait to receive a revised schedule/billing statement to verify transaction completion before leaving the site.

Classes from which the student withdraws will remain on the student’s transcript with a grade of “W.” Any appropriate refunds are issued based on the published Refund Schedule and the withdrawal date.

Withdrawal Deadlines
Course withdrawals may be processed without college approval through the tenth week of fall and spring semesters and through the end of the third week of a summer session. Refer to the University Registrar Services’ Semester Calendar for specific deadline dates.

Course withdrawals submitted after the course withdrawal deadline, but prior to the semester transaction deadline, require college approval from a dean’s designee authorized to approve late transactions.

Complete withdrawals are processed through the semester transaction deadline, which is the last day of classes for any semester. Refer to the University Registrar Services’ Semester Calendar for specific deadline dates.

A withdrawal requested after the complete withdrawal deadline, which corresponds to the semester transaction deadline, must be requested as an Academic Record Change.

Northern Arizona University

<https://www5.nau.edu/policies/Client/Details/6>

Dropping a Course

DATES MAKE A DIFFERENCE WHEN YOU DROP

 Deadlines to Drop can be found as follows:

* Log in to MyNAU → Student Center → Find Class → Click Calendar Icon in Left-most Column

DROP EARLY: NO IMPACT TO YOUR TRANSCRIPT

You may drop a course through the 8th business day of a regular Fall /Spring 16-week term—and the dropped course will not appear on your transcript.

Mini-courses (AKA Dynamically Dated (DD) courses), and Summer-or-Winter-Term courses have a proportionately equivalent period during which you may drop a course with no impact to your transcript.

You may process your request to drop a class through LOUIE.

DROP LATER: “W” APPEARS ON YOUR TRANSCRIPT

A course dropped:

* Regular Fall16-week term:
	+ 9th business day through the 9th week of the term will result in a grade of "W" (Withdrawal) on your transcript for the dropped class. You can still process this request through LOUIE.
	+ After the 9th week of a Fall term, you will be required to file a petition, provide documentation, and pay a fee. Check LOUIE for exact dates.
* Regular Spring16-week term:
	+ 9th business day through the 10th week of the term will result in a grade of "W" (Withdrawal) on your transcript for the dropped class. You can still process this request through LOUIE.
	+ After the 10th week of a Spring term, you will be required to file a petition, provide documentation, and pay a fee. Check LOUIE for exact dates.
* DD/Mini-courses and Summer-or-Winter-Term courses have a proportionately equivalent Drop-with-a-“W” period to those used for Fall and Spring terms.
* Request to Drop after the “W” deadline. You must file the Petition to Drop a Class after the Deadline form, located on the Registrar's Office Website. The petition form requires signature approvals, along with documentation of the extenuating circumstance. You must attach the required form and documentation as stated on the form. A fee will be charged.
* Note: Petitions are not automatically approved.

IF YOU DO NOT DROP A COURSE: AN “F” APPEARS ON YOUR TRANSCRIPT

If you have not participated in a course but also have not dropped that course through LOUIE or the Registrar, you will receive an “F” for that course.

If you drop a course through LOUIE, you should double check that the course has been removed from your transcript or appears with a grade of “W.” This double check assures you that your “drop” was processed successfully. Do this to avoid being surprised by an “F” on your transcript at the end of the term.

Students may drop all Personalized Learning courses through the 10th day of their subscription and receive a refund of their subscription fee.

Students must work with their academic advisor to drop their courses.

UC Davis

<https://academicsenate.ucdavis.edu/bylaws-regulations/regulations#547->

Adding or Dropping a Course

1. The deadline to drop a course is the twentieth day of instruction, except for courses that a department or program has noted in the Class Search Tool to have a ten-day drop deadline. The deadline to add a course is the twelfth day of instruction. Courses may be added or dropped at any time before these dates by any method mutually agreed upon by the Registrar and the Chair of the Davis Division of the Academic Senate. (Am. 5/27/93; Eff. 9/1/93; Am. 6/8/98; Eff. 9/1/99)
2. At any time after the add deadline and before the close of business on the last day of instruction for the term, or, for summer sessions (excluding special session) the close of business on the last day of instruction in the fifth week of the session, approval to add a course may be granted upon petition by the student and certification by the appropriate authority. Approval of such petitions may be granted only in cases where substantial evidence indicates that the student did attempt to add the course prior to the deadline, but was prevented from doing so by clerical error or other situation beyond the student’s control. The petition must be approved by the appropriate dean and, in addition, by the appropriate committee of the faculty of the student’s college or school or the appropriate subcommittee of the Graduate Council. The faculty committee may authorize an administrative officer to act on its behalf, but at least once each quarter the committee should receive and review a summary of the actions taken in its name. (Am. 9/1/2013)
3. At any time after the drop deadline and before the close of business on the last day of instruction for the term, or, for summer sessions (excluding special session) the close of business on the last day of instruction in the fifth week of the session, approval may be granted upon petition by the student and certification by an appropriate authority that, due to unexpected circumstances beyond the student’s control, one or more courses should be dropped. The circumstances may include illness, serious personal problems, an accident, a death in the immediate family, a large and necessary increase in working hours, or other situations deemed to be of equal gravity. The petition must be approved by the appropriate dean and, in addition, by the appropriate committee of the faculty of the student’s college or school or the appropriate subcommittee of the Graduate Council. The faculty committee may authorize an administrative officer to act on its behalf, but at least once each quarter the committee should receive and review a summary of the actions taken in its name. An undergraduate student is permitted to drop a course subsequent to the drop deadline even if doing so would reduce that student’s study list below 12 units, but such a student no longer can be certified as a full-time student. (Am. 9/1/2013)
4. To drop a course or withdraw from the University after close of business on the last day of instruction for the term, or, for summer sessions (excluding special session) the close of business on the last day of instruction in the fifth week of the session, the student or an appropriate faculty member must submit a petition to the Davis Division Grade Changes Committee or, for professional faculty or students in professional courses in their own professional schools, to the grade change committee of that school. Approval will be granted only in the most unusual circumstances and only in those cases where it is clear that by not approving the petition the student would be treated unfairly. (Am. 9/1/2013)

UCLA

<https://caac.ucla.edu/policies/add-drop-deadlines/#:~:text=To%20Drop%20an%20Impacted%20Class%201%20Friday%20Week,%2450%20fee%20for%20retroactive%20impacted%20drops%2C%20if%20approved>.

Add/Drop Deadlines

To Drop a Non-Impacted Class

* Friday Week 2: no fee, no transcript notation; drop class(es) through MyUCLA
* Friday Week 4: no fee, no transcript notation; drop class(es) through MyUCLA
* Friday Week 7: no fee, with transcript notation; drop class(es) through MyUCLA
* Friday Week 10: submit Restricted Drop petition to your UCLA College advising unit; approval not guaranteed; $35 fee and transcript notation, if approved. **Please be aware that students are restricted to three (3) restricted late drops during their academic career. If you have already dropped three (3) non-impacted classes between Weeks 8-10 and need to drop an additional class, you will need to submit the Impacted/Retroactive Drop Petition. Please be aware that approval is rarely granted.**
* After Friday Week 10: submit Impacted/Retroactive Drop Petition to your UCLA College advising unit; approval not guaranteed; $50 fee and transcript notation, if approved.

To Drop an Impacted Class

* Friday Week 2: no fee, no transcript notation; drop class(es) through MyUCLA
* After Friday Week 2: submit Impacted/Retroactive Drop Petition to your UCLA College advising unit, approval not guaranteed; transcript notation and $20 fee for late impacted drops and $50 fee for retroactive impacted drops, if approved.

Please note that you must NOT COMPLETE A COURSE IN ANY WAY to be eligible to drop or petition to drop a course.

Please also note that studylist petitions cannot be processed if you have holds that prevent enrollment transactions.

If you would like to drop all of your classes, please consult a full time counselor before processing a withdrawal.

University of Florida

<https://catalog.ufl.edu/UGRD/academic-regulations/dropping-courses-withdrawals/#withdrawalstext>

Dropping Courses and Withdrawals

Dropping is defined as dropping an individual course or courses but not all courses in a term. Failure to attend a class does not constitute a drop.

DURING DROP/ADD

* Courses can be dropped or added during drop/add without penalty.
* Classes that meet for the first time after drop/add closes can be dropped without penalty or fee liability if the request is submitted by the end of the next business day after the first class meeting. Students first must drop the course with their college advising office and then submit a written explanation to the Office of the University Registrar. This does not apply to laboratory sections.

AFTER DROP/ADD BUT PRIOR TO THE DROP DEADLINE

After drop/add, students may drop a course with the approval of their college until the drop deadline listed in the academic calendar. A grade of W will appear on the transcript, and students are liable for course fees.

All drops after drop/add must be completed by the drop deadline with the student's college advising office and are subject to the following restrictions:

* **Students get two drops in their first 60 credits attempted at UF**. Credits attempted are defined as:
	+ Credits carried excluding credits taken prior to the first term of degree-seeking enrollment, plus S/U credits, and repeats of satisfactory grades.
	+ Full-term withdrawals from all courses and dropped courses do not count in credits carried.
* **Students get two additional drops in the second 60 credits attempted. Unused drops do not carry over from the first 60 credits attempted to the second 60 credits attempted.**
* Students entering UF as transfer students with an A.A. degree from a Florida public college or with 60 or more transfer credits earned from another college or university only get two drops.
* Students with disabilities who need to drop a course due to disability-related reasons are allowed to petition for additional drops. More information is available from the Disability Resource Center.

More Info

* Students who can document extenuating circumstances may petition their college for additional drops.
* Approval to drop a course must be obtained from the student's college.

AFTER THE DROP DEADLINE

* After the deadline and before the last day of classes, students may petition their college. Typically, they will need to demonstrate an extenuating circumstance justifying approval of a drop after the deadline.
* After the last day of classes, students would need to complete a University Petition Request for a Retroactive Drop.

University of Illinois

<https://studentcode.illinois.edu/article3/part3/3-311/>
Adding and Dropping Courses

1. Except for courses described under subsection (b), a student may add a course during the Add Period, which is defined as the first ten instructional days of a semester or the first five instructional days of an eight-week part of term. A student may drop a course during the first eight weeks of instruction of a semester or the first four weeks of an eight-week part of term. The deadlines for adding and dropping non-standard courses are determined proportionately in accordance with these principles based on parts of term; exact dates can be found on the Office of the Registrar Academic Calendars (http://registrar.illinois.edu/academic-calendars). A college or department may place an advising hold on a student whom they wish to see prior to adding or dropping a course.
2. However, some instructors or departments may shorten the Add Period for specific courses before the deadlines, as outlined above in subsection (a), in cases where missing early class sessions would severely impair the student’s chances for successfully completing the course. An instructor who intends to shorten the Add Period must secure the approval of the unit’s Executive Officer before doing so. The instructor should also announce this restriction in class and include it in the course syllabus. Where this restriction is known in advance, it should be included in the course description and in the Class Schedule.
3. When students are allowed to add a class within the designated Add Period, the instructor must reasonably accommodate them in making up work they have missed. For admission to a class after the designated Add Period, a student must secure the consent of the departmental representative in charge of the course who may require the student to pass an examination in the work already covered by the class or to present other satisfactory evidence of ability to proceed with the class.
4. The following rules apply only to undergraduate students. (See § 3-508 for refund deadlines.)
5. Provided the minimum academic load required by the college is maintained, courses may be dropped, and will not appear on a student’s transcript prior to the deadline found on the Office of the Registrar Academic Calendars (http://registrar.illinois.edu/academic-calendars)
6. A student’s college may grant an exception by petition to the drop deadline in the case of extraordinary circumstances beyond a student’s control (such as medical or other emergency reasons). If the student’s college determines a late drop is warranted, it will decide whether the course will be dropped without appearing on the student’s transcript, assigned a grade of W, or assigned a grade of F.
7. A Study Abroad student who is registered as full-time during the semester(s) abroad by a “placeholder” enrollment must maintain 12 credits or the full-time enrollment equivalent as defined by the international institution.
8. Change of section within a course is permitted at the discretion of the department teaching the course.

University of Iowa
NO POLICY AVAILABLE

University of Maryland-College Park

<https://academiccatalog.umd.edu/undergraduate/registration-academic-requirements-regulations/registration/#text>

 Schedule Adjustment and Drop Period

ABOUT THE SCHEDULE ADJUSTMENT PERIOD

Courses may be added, when space is available, during the schedule adjustment period, and will appear on the student's permanent record. Courses dropped during this period will not appear on the student's permanent record. The schedule adjustment period is the first 10 days of classes for the fall and spring semesters.

For the standard 6-week Summer Sessions I and II, the schedule adjustment period is typically the first 4 days of classes; for the Winter Session and the standard 3-week Summer sessions, the schedule adjustment period is the first day of classes. Complete information on schedule adjustment and drop period for Summer Session, Winter Session, Freshmen Connection, and Professional Programs may be found at www.oes.umd.edu.

Information on non-standard courses can be found at: http://www.registrar.umd.edu/current/registration/non-standard.htm.

During the schedule adjustment period, full-time undergraduates may drop or add courses, or change sections or credit level without financial penalty, provided they remain full-time students (registered for 12 or more credits). See "Penalties for Drops During Schedule Adjustment" (http://registrar.umd.edu/current/registration/ScheduleAdjustment.html) for information and penalties associated with changing from full-time to part-time.

Part-time undergraduates (fewer than 12 credits) may also add, drop and change sections, as well as change credit level, but should consult "Penalties for Drops During Schedule Adjustment" (http://registrar.umd.edu/current/registration/ScheduleAdjustment.html) to avoid incurring additional charges.

Grading method (including pass-fail or audit) may be changed only during the schedule adjustment period.

AFTER SCHEDULE ADJUSTMENT

Courses may not be added without special permission from the student's academic advising college.

All courses for which the student is enrolled shall remain as a part of the student's permanent record. The student's status shall be considered full-time if the number of credit hours enrolled at this time is 12 or more.

DROP PERIOD

The drop period for undergraduate students will begin at the close of the schedule adjustment period and terminate at the end of the tenth week of classes for the fall and spring semesters. Consult the academic calendar at http://registrar.umd.edu/deadlines.html for dates.

Drops during this period will be recorded on the student's permanent record with a mark of W and will not be used in the computation of a student's cumulative grade point average. **During this period a student may drop a maximum of four credits. However, if the course carries more than four credits, the student may drop the entire course, or in the case of a variable credit course, reduce the credit level by up to four credits.** A course dropped with a W will count as an attempt at a course for the purposes of the course repeat guidelines.

Michigan State University

<https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s496>

Change of Enrollment

Students are expected to complete the courses in which they register. If a change is necessary, it may be made only with the appropriate approvals as explained below.

ADD AND DROP PERIOD. Students may add courses using the enrollment system through the first 1/14th of the term of instruction (the 5th day of classes in the fall and spring semesters). Students may drop courses using the enrollment system through the middle of the term of instruction.

CHANGE OF OPTION FOR CR-NC (CREDIT-NO CREDIT) GRADING. Choice of the CR-NC grading system must be communicated by the student to the Office of the Registrar within the first 1/14th of the term of instruction (the 5th day of classes in the fall and spring semesters) and may not be changed after that date.

CHANGE OF OPTION FOR VISITOR. Choice of enrollment in a credit course as a visitor on a non-credit basis must be made no later than the first 1/14th of the term of instruction (the 5th day of classes in the fall and spring semesters) in the Office of the Registrar.

TO ADD A COURSE AFTER THE ADD AND DROP PERIOD. Normally, no course may be added after the designated period for adding courses. Any add after this period must be processed beginning with the department offering the course. Final approval rests with the associate dean of the student’s college or if not yet admitted to a college, the associate dean of the Neighborhood Student Success Collaborative.

TO DROP A COURSE OR WITHDRAW FROM THE UNIVERSITY AFTER THE MIDDLE OF THE TERM OF INSTRUCTION. A student may drop a course or withdraw after the middle of the term of instruction only to correct errors in the enrollment or because of events of catastrophic impact, such as serious personal illness. If the student is passing the course, or there is no basis for assignment of a grade at the time of the drop, a W grade will be assigned. If failing, a 0.0 (or N in a P-N graded course) will be assigned. The course will remain on the student’s academic record.

Undergraduate Students: To initiate a late drop or withdrawal, the student must obtain approval from the office of the associate dean of his or her college or if not yet admitted to college, the associate dean of the Neighborhood Student Success Collaborative. Exceptions are James Madison College, Lyman Briggs College, the Residential College in Arts and Humanities.

Graduate Students: To initiate a late drop or withdrawal, students must obtain approval from their advisor or major professor and their graduate program director.

DROPPING ALL COURSES. See the statement on Withdrawal from the University.

University of Minnesota-Twin Cities

<https://catalogs.umn.edu/sites/catalogs.umn.edu/files/2020-09/UMNTC%20Policies%202020-22.pdf>

Grading and Transcripts (83 page of pdf)

Withdrawing from a course - the symbol W, withdrawal, is entered on a student's record when the student officially withdraws from a course. The W will be entered on the transcript irrespective of the student's academic standing in that course if the student withdraws from the course during the third through tenth week of class or during the second or third weeks of summer sessions.

1. if a student officially withdraws from a course during the first two weeks of classes, there will be no record of that course registration entered on the student's transcript.
2. **one-time late withdrawal: students may, once during their undergraduate enrollment, withdraw from a course without documentation of extenuating circumstances or college/campus approval, and receive the transcript symbol W, after the deadline for withdrawal and at any time up to and including the last day of instruction for that course**. A student may not withdraw after completing the final examination or equivalent for a course.
3. **except as provided in the preceding section, withdrawal after the deadline will require approval of the college and may not be granted solely because a student is failing the course; there must be extenuating non-academic circumstances justifying late withdrawal.**

University of North Carolina at Chapel Hill

<https://catalog.unc.edu/policies-procedures/registration-enrollment-withdrawal/#text>

Course Schedule Changes

Insofar as possible, changes in course registration schedules should be made during the first five days of classes. During this time, students may add courses using the online registration system. During days six through ten of classes, students must obtain permission to register or make additions to their schedule from the course instructor; if approved, the academic department, curriculum, or school will add the student through the computerized registration system. After the tenth day of classes, if students wish to register or make additions to their schedule, they must obtain a registration/drop/add form from their academic advisor, the concerned department, or their professional school and must obtain the signatures of both their instructor and their school dean (or dean’s designee). For students in the General College and the College of Arts and Sciences, only the associate dean for advising (or dean’s designee) has this authority. After the tenth day of classes, deans (or deans’ designees) will approve only those registrations or course additions that have first been approved by the instructor. Approval of additions to a student's schedule during this period is at the deans' (or the deans' designees') discretion.

Course Schedule Changes during Weeks One and Two

During the first two weeks of classes, students may drop a course using the online registration system, but they are responsible for ensuring that their schedules do not fall below the minimum 12 academic hours required for full-time registration.

Course Schedule Changes during Weeks Three through Eight

When a course is dropped between the second and eighth week of classes, a notation of WC (withdrawal by choice) shall be recorded and used internally for tracking and reporting purposes. For external purposes, the WC notation is equivalent to the W grade. Once declared, a WC notation cannot be rescinded except when a student withdraws from an entire semester due to extenuating circumstances. **All first-year, first-time students entering the University in fall 2014 or thereafter are allowed to accumulate no more than 16 hours of WC notations during their undergraduate career.**

Different drop-add procedures apply to first-year students who entered the University as degree-seeking students prior to fall 2014, along with sophomore and junior transfer students who entered in fall 2014, and junior transfer students who enter in fall 2015. Details on the previous policy can be found on the University Registrar’s website.

Course Schedule Changes after the Eighth Week of Classes: The Appeal Process

After the eighth week of classes, students must petition to drop courses through the dean’s office of the school in which they are enrolled. For students in the General College and the College of Arts and Sciences, the associate dean for advising (or designee) has this authority.

To drop a course after the eighth week of classes, students must complete and submit an appeal to the appeals committee of their college or school. In the General College and the College of Arts and Sciences, an appeals committee meets weekly (except the week of July 4 and Christmas). Possible legitimate reasons for requesting a course drop after the eighth week of classes include serious illness, personal or family problems, financial problems requiring employment after the start of the semester, or other compelling and extenuating circumstances that prevent students from meeting their academic responsibilities.

Students must first discuss their reasons for requesting a late course drop with an academic advisor or their academic dean. The advisor or dean will explain the process for an appeal and refer the student to the online information and link to the online appeal form. The appeal must include a statement from the student and pertinent documentation that provides compelling support for the appeal. The student must submit all documents online to the office of the associate dean for advising in the Academic Advising Program of the College of Arts and Sciences and General College. Submission of an appeal does not ensure that the request will be granted, and students must continue to attend classes and complete all assignments until informed of the committee’s decision. If a course drop is approved, the registration/drop/add form is processed through the Office of the University Registrar.

Students enrolled in professional schools should acquaint themselves with the appropriate appeals procedures in their schools.

The notation of W (withdrawn) is entered in the grade column of academic transcripts if students are permitted by their school to drop a course after the eighth week of classes or proportional equivalent for summer terms and other nonstandard enrollment periods. This notation is automatically entered unless the student’s academic dean specifies otherwise.

Ohio State University

<https://registrar.osu.edu/policies/buckeye_guide_academic_policies_070522.pdf>

Withdrawal from courses

Students can withdraw from courses and not have them entered on their official permanent record, including their transcript, either by dropping online or by filing the appropriate form with their college of enrollment by 5:00 p.m. eastern standard time on the following days:

* The fourth Friday of a semester or summer term
* The second Friday of a seven-week session during a semester, or a six- or eight-week session during summer term
* The first Friday of a four-week summer session

If a student withdraws from courses after these deadlines, they will receive a grade of W on their official permanent record, including their transcript.

A student may continue to withdraw from courses by submitting a form in their enrollment unit (and receive a grade W) until 5 p.m. on the following days:

* The tenth Friday of a semester or summer term
* The fifth Friday of a seven-week session in autumn or spring semester
* The third Friday of a four-week session in summer term
* The fourth Friday of a six-week session in summer term
* The sixth Friday of an eight-week session in summer term

After those dates, a student may withdraw from courses only due to circumstances beyond their control. A student should contact their advisor to file the appropriate petition with their college or school. If approved, a copy will be filed with the University Registrar who enters the grade of Won the student’s permanent official permanent record, including their transcript. If not approved, the student will remain enrolled in the course(s) and a final grade must be submitted by the instructor(s). A student can only withdraw from any or all courses after the last day of regularly scheduled classes in cases of genuine emergency that occurs after regularly scheduled classes end and prior to final exams. A student

cannot withdraw from any course after the final exam has been given.

If a student stops attending a course but does not officially withdraw (as outlined above), then a student's instructor will give them a grade that will remain on their official permanent record, including their transcript.

A graduate student may withdraw from any or all courses that began in the same semester, with no grade entered on the official permanent record, including their transcript, until 5:00 p.m. Eastern Standard Time on the fourth Friday of the term.

Pennsylvania State University

<https://undergrad.psu.edu/aappm/C-2-registration.html>

Registration Adjustments - After the Course Drop and Add Period

The late drop period coincides with the late add period. During the late drop period, a student can drop a course from their schedule using the tools available in LionPATH.

Dropping a course after the first week of the semester and through the end of the twelfth week of the semester is a Late Drop. For courses offered for less than a full semester, the late drop period ends after 80% of the course has been completed. Students requesting a Late Drop should be carefully advised and cautioned regarding the potential impact of delaying normal progress towards graduation, possible loss of some forms of student aid, and potential ineligibility of coverage on parental insurance policies. Late Drops must be processed in person at the appropriate campus office or using the student self-service online registration system. A processing fee is charged for a Late Drop.

Adding a course after the end of the course add period and through the end of the twelfth week of the semester is a Late Add and requires approval of the course instructor. For courses offered for less than a full semester, the late add period ends after 80% of the course has been completed. Students requesting a Late Add should be carefully advised and cautioned regarding missed work. Late Adds must be processed in person or by written request at the appropriate campus office. A processing fee is charged for a Late Add. Any Late Add after 80% of the course has been completed must be handled via a petition to the University Faculty Senate.

Students may not add courses after the end of the late add period.

The time periods for Late Add and Late Drop are prorated for courses offered for other than a fifteen-week semester calendar, including summer session.

Texas A&M University

<https://student-rules.tamu.edu/rule01/>

1.18.2 (within the 1.18 Change of Schedule section)

1.18.2 A student may drop a course with no record during the first twelve class days of a fall or spring semester and during the first four class days of a summer term or a 10-week summer semester. Following this period, if approved by the Dean or designee of the College or his or her designee, a student may drop a course without academic penalty through the 60th class day of a fall or spring semester, the 15th class day of summer term or the 35th class day of a 10-week summer semester. The symbol Q shall be given to indicate a drop without academic penalty. **Undergraduate students will normally be permitted four Q-drops during their undergraduate studies at Texas A&M University, regardless of transfer status.** State law prohibits students from having more than six dropped courses from all state institutions attended during their undergraduate career if they entered higher education as first-time enrolled freshman beginning the 2007 fall semester and thereafter. For exceptions see Rule 1.19.

1.18.3 Courses Q-dropped must have approval of the student’s Dean or designee or department as determined by the respective College.

1.18.4 Undergraduate students will normally be permitted four Q-drops during their undergraduate studies; however: State law prohibits students from having more than six dropped courses from all state institutions attended during their undergraduate career. Q-drops in one-hour courses will not count in the Texas A&M limit of four but will be included in the State-mandated limit of six dropped courses. If a lecture and companion lab are dropped at the same time, this will count as one Q-drop rather than two.

1.19 Any course taught on a shortened format or between regularly scheduled terms will have add/drop, Q-grade and withdrawal dates proportionally the same as if the course were offered in a regular term. These dates will be determined by the registrar’s office.

1.20 A “W” may be approved by the Dean of the College or his or her designee if a student is allowed to drop a course anytime during the semester due to unusual or extenuating circumstances. These circumstances include:

* A severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete the course;
* The student’s responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student’s ability to satisfactorily complete the course;
* The death of a person who is considered to be a member of the student’s family or who is otherwise considered to have a sufficiently close relationship to the student that the person’s death is considered to be a showing of good cause;
* The active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student’s family or who is otherwise considered to have a sufficiently close relationship to the student that the person’s active military service is considered to be a showing of good cause;
* The change of the student’s work schedule that is beyond the control of the student, and that affects the student’s ability to satisfactorily complete the course; or
* Other good cause as determined by the Dean of the College or his or her designee.

Students who no longer participate in the University’s ROTC program may drop military, naval or air science courses with a designation of “W”. A student seeking to drop a course due to unusual or extenuating circumstances should initiate this request with the Dean of the College or his or her designee. Requests should include appropriate documentation of the student’s unusual or extenuating circumstances. The Dean of the College or his or her designee may determine whether a student has demonstrated such good cause as to warrant a drop with a grade of “W”. Requests for “W” drops must be made on or before the last class day, as defined by the academic calendar, of the semester in which the course is being taken.

University of Texas at Austin

<https://catalog.utexas.edu/general-information/academic-policies-and-procedures/adding-and-dropping-classes/#droppingaclassrulesforundergraduatestudentstext>

Dropping a Class: Rules for Undergraduate Students

In general, an undergraduate may drop a class through midsemester in a long-session semester and through the last class day in a summer term. However, the student must meet the conditions described below and must abide by the Quantity of Work Rule. The dates of the deadlines discussed below are given in the Academic Calendar. Students considering dropping a course are encouraged to speak with the course's instructor to determine if options exist for completing the course.

In addition to other required approvals, international students must have the written consent of Texas Global to drop a class.

On the recommendation of the instructor and with the approval of the student’s academic dean, a student may be required to drop a class at any time because of neglect or lack of preparation. Delete drops (which remove all indications of the course registration from a student's academic record) may be requested only in the cases of University error or in response to rare and extenuating circumstances. The form requesting the delete drop must be signed by the dean or the appropriate associate dean of the college or school in which the student is enrolled.

Limitations

**In accordance with section 51.907 of the Texas Education Code, undergraduate students may drop no more than six classes for academic reasons.** This rule applies to all students who entered a public Texas institution of higher education as first-time undergraduates in the fall semester 2007 or later.

**A dropped class is counted toward the six-drop limit if the student dropped it from the thirteenth class day through the deadline to drop a class for academic reasons in a long-session semester or from the fifth through the last class day in a summer term, and if the student did not drop the class for a substantiated, nonacademic reason as defined below.**

Any such dropped class, for which the symbol Q is assigned, will not be considered final until any investigations of scholastic dishonesty for the class in question are resolved.

Nonacademic Reasons for Dropping a Class

A dropped class will not be counted toward the six-drop limit if it occurs for a nonacademic reason such as those listed below. The student’s dean will decide, at the time the student drops a class, whether the reason for the drop is academic or nonacademic.

1. A severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete the course.
2. The student’s responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student’s ability to satisfactorily complete the course.
3. The death of a person who is considered to be a member of the student’s family or who is otherwise considered to have a sufficiently close relationship to the student that the person’s death is considered to be a showing of good cause.
4. The required duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student’s family or who is otherwise considered to have a sufficiently close relationship to the student that the person’s required military service is considered to be a showing of good cause.
5. A change of the student’s work schedule that is beyond the control of the student and that affects the student’s ability to complete the course.

Procedures

Through the twelfth class day. From the first through the twelfth class day in a long-session semester, and from the first through the fourth class day in a summer term, a student may drop a class through the registration system. If the dropped class must be taken in conjunction with another class, the student must drop the second class as well. Each student should meet with their advisor before dropping a class.

A class dropped during this period is deleted from the student’s academic record. It does not count toward the six-drop limit described above.

From the thirteenth class day through the deadline to drop a class for academic reasons. From the thirteenth class day through the deadline to drop a class for academic reasons in a long-session semester, and from the fifth through the last class day in a summer term, a student may drop a class only with the approval of their dean. In some colleges and schools, the approval of the student’s advisor is also required. If the student is allowed to drop, the class remains on the student’s academic record with the symbol Q, which identifies a drop without academic penalty. In addition, the student’s dean determines whether the student is dropping the class for an academic or a nonacademic reason. If the dean determines that the reason is academic, the drop is counted toward the six-drop limit described above.

After the deadline to drop a class for academic reasons. After the deadline to drop a class for academic reasons has passed, there are only two possible ways for a student to drop a class. One way is in the case of urgent, substantiated, nonacademic reasons, which must be approved by their dean. Approved nonacademic drops that occur during this period are not counted toward the six-drop limit described above. The other way is for the student to seek approval to use the One-Time-Exception. Approved One-Time-Exception (OTE) drops that occur during this period are counted toward the six-drop limit described above. To seek either type of drop within this period a student must submit the completed OTE form to the student's dean's office by the last class day.

One-Time Exception

**Undergraduate students who may not have urgent, substantiated, nonacademic reasons will be allowed to drop a single class or withdraw from the University after the deadline to drop or withdraw for academic reasons under the provisions of the One-Time Exception (OTE). The OTE may be invoked only once during the student’s entire undergraduate college career** regardless of the college the student was enrolled in at the time the exception was allowed. The provisions of the OTE are as follows.

General Provisions

1. The OTE does not apply to students in the Graduate School, the College of Pharmacy, the LBJ School of Public Affairs, or the School of Law.
2. A student must submit the completed OTE form to the student’s dean’s office by the last class day.
3. Any drop or withdrawal allowed under the OTE will be subject to the same academic and financial aid rules governing other drops or withdrawals taken during the semester.

Provisions for Drops

1. A student may not drop a class in which a final grade has been assigned. This will be verified by the student’s dean’s office.
2. A student may not drop a class if there are any pending investigations of scholastic dishonesty for the class in question. Any drop assigned will not be considered final until any investigations of scholastic dishonesty for the class in question are resolved.
3. Drops allowed under the provisions of the OTE will be considered academic drops and will count toward the six-drop limit. Students who have reached the six-drop limit are not eligible to use the OTE to drop a course.

Provisions for Withdrawals

1. Students who are requesting to use the OTE for a withdrawal will be allowed to withdraw regardless of current grades in classes.
2. No instructors’ signatures will be required on the form.
3. Pending scholastic dishonesty will be verified by the student’s dean’s office with the Dean of Students Office. Withdrawal will not be approved if there is a pending scholastic dishonesty case.

University of Washington-Seattle

<https://registrar.washington.edu/students/current-quarter-drop/>

Current Quarter Drop

The Current Quarter Drop process allows students to drop classes using the Adviser-Assisted Drop Request Form during the Late Course Drop Period.

OVERVIEW AND TIMELINE

Several University of Washington policies affect when and how you can drop classes. Each quarter, you may add and drop classes with no restrictions until the end of the second week of the quarter (the Unrestricted Drop period). After that, **you may drop one class between the 3rd week and the last date of instruction for the quarter (the Late Course Drop period) using MyUW. To drop more than one class during the Late Course Drop period, you may use the Adviser-Assisted Drop Process**. Review the tuition forfeiture policy when considering dropping — you may not get all your tuition back.

|  |  |  |
| --- | --- | --- |
| Weeks 1 & 2 | Week 3 – Last Day of Instruction | Finals Week+ |
| Unrestricted Drop PeriodAdd and drop classes via MyUW with no restrictions until end of Week 2.(Tuition Forfeiture period begins the start of Week 2) | Late Course Drop PeriodUse your Quarterly Drop for one (1) class per quarter, or the Adviser-Assisted Drop form for two (2) or more classes | After the Last Day of InstructionUse the Former Quarter Drop process instead |

UNRESTRICTED DROP PERIOD

Through the second week of the quarter, you can add and drop freely starting from MyUW.

NOTE: Summer A-term and B-term do not have an Unrestricted Drop Period.

These drops will not show up on your transcript. You will be charged a $20 Change of Registration Fee for all registration changes made on a single day during this period. Review the tuition forfeiture policy when considering dropping — you may not get all your tuition back.

LATE COURSE DROP PERIOD

Between the first day of **the Late Course Drop Period** and the **Last Day of Instruction**, you have two options for dropping classes.

HOW TO USE YOUR QUARTERLY DROP

You may drop one course per quarter using your self-serve Quarterly Drop via MyUW. To use your self-serve Quarterly Drop, follow the same instructions as for the Unrestricted Drop Period.

**NOTE:** You may not be able to use the self-serve Quarterly Drop via MyUW if:

You have already used your self-serve Quarterly Drop for this quarter; or

Your enrollment is dependent on maintaining full-time status, including NCAA athletes and F-1 and J-1 international students; or

You want to fully withdraw by dropping all of your classes

Please review the following information to use the Adviser-Assisted Drop Request process in these cases.

HOW TO USE THE ADVISER-ASSISTED DROP REQUEST PROCESS

If you have already used your self-serve Quarterly Drop, or if you know you want to drop more than one course, you will use the Adviser-Assisted Drop process.

**NOTE**: You must submit the Adviser-Assisted Drop Request to begin the process **before the last date of instruction.** Advisers will have until the last day of the quarter to forward your request to the campus registration team.

With the Adviser-Assisted Drop Request Process, you will submit a form that sends an email to your adviser(s), as well as a copy for you. You will connect with your adviser(s) to discuss what you want to do, and the adviser(s) will then communicate with the registration team on your campus to drop the classes. **Submitting the form does not automatically drop your courses. You must connect and communicate with your adviser(s).**

University of Wisconsin-Madison

<https://kb.wisc.edu/registrar/15256>

Drop Deadlines

When you drop a class causes different impacts on your student record.

Find the right dates for your enrolled classes in the info section of your course section. In the information, select “Session Dates & Deadlines.” A pop-up will list all dates and deadlines for the course. All deadlines are by 11:59 pm CT that day.

The session dates table shows drop deadlines for all sessions in a term.

For regular session drop and tuition adjustment deadlines, see Dates & Deadlines page.

* Before the Drop/Withdraw without Transcript Notation Deadline
You are free to drop a class on your own up to the “DR/W Transcript Notation Date” listed for that class. Follow the steps described above to drop a class. Your transcript will not show any record for this class.
* Between the DR/W Transcript Notation and Drop Class Deadline
Up to the "Drop Class Deadline", you can still drop the class on your own. Follow the steps described above to drop a class. Your transcript will include a record for this class with a “DR” instead of a grade, simply noting that you took this course and dropped it. The “DR” does not affect your grade-point average or have negative implications.
* After the Drop Class Deadline
When the “Drop Class Deadline” has passed, you cannot drop the class on your own. A request to drop this class must be approved by your academic dean’s office. Your transcript will include a record for this class with a “DR” instead of a grade, simply noting that you took this course and dropped it. The “DR” does not affect your grade-point average or have negative implications.