Course Withdrawal Guidelines SPRING 2020 ONLY

This message is to notify you of some temporary changes to Union’s policies and procedures for withdrawing from a course. Some modifications to the normal procedures will be necessary for spring term due to the fact that students will not be on campus. The registrar's office is preparing a course withdrawal form that will be available online on the registrar's website. Students will need to submit the form via e-mail, and also ensure that needed approval e-mails are forwarded to the registrar's office.

Additionally, the faculty and student members of the Academic Affairs Council (AAC) have recommended that the deadline for withdrawing from a course without a “W” appearing on a student’s transcript fall at the end of the 5th week of spring term (rather than the standard deadline at the end of the 2nd week of the term). Vice President for Academic Affairs Thacker and I have accepted the recommendation of the AAC as a one-time exception to our normal policy.

The following course withdrawal policy thus will be in effect for Spring Term 2020 only.

Course Withdrawal Policy for Spring Term 2020

If a student withdraws from a course on or before Friday, May 1st (the last day of the fifth week of term), the course will not appear on the student’s permanent record.

After the end of the fifth week of classes and until the end of the eighth week, dropped classes will remain on the student’s record, and a grade of “W” will be assigned. Dropping a course after the end of the eighth week will result in a grade of “F” unless there are extraordinary circumstances beyond the student’s control that prevented him or her from completing the course. The Dean of Studies must approve the withdrawal. In such a case the grade shall be “WP” or “WF,” depending on whether the student was passing or failing at the time the course was dropped. A “Failure” (“F”) shall be posted to a student’s record if proper notice of withdrawal from a course is not given to the Registrar. For information on how this would affect tuition, please see “Withdrawal Deadlines, Refunds and Obligations” in the “Costs” section. Students receiving financial aid who elect or are permitted to drop a course may be ineligible for such aid in subsequent terms. See the chapter on “Costs and Financial Aid” for details.

During the first two weeks of the term, a student must add a class to replace the dropped class; exceptions to this policy must be approved by the Dean of Studies. Adding a course in the second week of the term will require written permission from the instructor.

Please note that if you withdraw from a course after Week 2 of the term, you cannot add a new course in its place. You will be behind one credit and will need to make it up in order to graduate on time.