

WITHDRAWAL POLICIES: COURSE WITHDRAWAL & THE NOTATION OF “W”

PURPOSE

To define the withdrawal procedure and criteria of the “W” notation on academic transcripts.

POLICY

1. The notation of “W” is an administrative action, since it is a record of action taken by the student or administration and is not a reflection of the student’s performance in the course. Withdrawals will be noted as follows:
 - a) Students may drop a course without notation on their academic record during the published add/drop period or before the second scheduled class meeting, whichever occurs later. For the purposes of this policy, online and hybrid courses are deemed to begin meeting on the first day of the semester at 9 a.m., unless otherwise noted. They will be considered meeting as other in-person courses in a given term (i.e. two-three times per week for 14-15 week terms, twice per week for 6-7 week terms, daily for winter session terms). The calendar dates for this process will be published in the Course Offerings Booklet. After the Add/Drop period in traditional semesters, all day student withdrawals must be made through the Office of the Registrar, and Division of Graduate and Continuing Education (DGCE) student withdrawals must be made through DGCE. In winter and summer sessions, all withdrawals must be made through DGCE.
 - b) Students may withdraw up to three weeks prior to the last day of classes for traditional semester courses and before 75% of a course is complete for courses in shortened sessions (i.e. two weeks prior to the last day of classes for eight week courses) by completing a WITHDRAWAL ONLY FORM. The notation of “W” will be placed on the student’s record for the course(s) dropped during this period. This form requires the professor’s signature. This procedure is designed to inform the faculty member of the student’s intent and action. The calendar dates for this process will be published in the course offering book. WITHDRAWAL ONLY forms must be signed and returned to the Office of the Registrar or DGCE

office, depending on the student's division, by the due date. Permission from the faculty member via email is permitted. Choosing to withdraw is a serious matter, and it should be known that withdrawing from a course can affect a student's class standing, fulltime status, financial aid, etc. A student should consider speaking with the instructor, a faculty advisor, or an advisor in the Academic Advising Center before dropping a course.

- c) Administrative offices can withdraw students for cause. Reasons for administrative withdrawal may include non-payment of tuition and fees, lack of health form information, academic failure or probation, exceeding the permissible number of credits in a single semester, and/or disciplinary action. The notation of "AW" is made on the student's record for all courses dropped administratively. Please note, that withdrawal for non-payment should not be assumed. Students who enroll for a course and miss all scheduled class meetings during the first week (five class days) of the semester may be withdrawn from that course at the discretion of the professor. Students who are enrolled in shortened session courses or courses that meet only once a week may be withdrawn after missing the first two scheduled class meetings. For purposes of this policy, online and hybrid courses are deemed to begin meeting on the first day of the semester at 9 a.m. unless otherwise noted. They will be considered meeting as other in-person courses in a given term (i.e. first week of the semester for full-term courses, twice per week for shortened terms). Professors are asked to justify such a decision at the time of the recommended withdrawal. Beginning with the third week of classes (or with the third class meeting in shortened sessions), a professor may not submit a "W".
- d) Students who can document extenuating circumstances that prevent them from submitting a Withdrawal Form during the published Withdrawal dates may be allowed to withdraw from a course with a "W" notation on their transcript beyond the normal course withdrawal period. These students must complete a form explaining the extenuating circumstances and obtain signatures from the Associate Dean of Academic Achievement and Retention (Day Division), or the Dean of Graduate and Continuing Education (Continuing Education Division) and the professor for the course. Examples of extenuating circumstances may include health, family, or employment issues. Refunds of tuition for courses in the Division of Continuing Education, if any, are made on the basis of the date and time of receipt of withdrawal notification in the

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APPROVED: May 1990

REVIEWED: October 2012

Continuing Education Office, and in accordance with the refund schedule in force during the session within which the refund is requested.

NOTE: Day students are not permitted to withdraw from English Composition I or English Composition II.

REVIEW

This policy will be reviewed annually by the Vice President for Academic Affairs.