



UNIVERSITY OF  
**GEORGIA**

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University Council

April 19, 2019

UNIVERSITY CURRICULUM COMMITTEE – 2018-2019

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Dear Colleagues:

The attached proposal to revise Policy 4.02-3, University Policy on Course Drops and Withdrawals, will be an agenda item for the April 26, 2019, Full University Curriculum Committee meeting. This proposal was approved by the Educational Affairs Committee on March 25, 2019.

Sincerely,

John Maerz, Chair

University Curriculum Committee

cc: Interim Provost Libby V. Morris  
Dr. Rahul Shrivastav

# Proposal to Revise Policy 4.02-3, University Policy on Course Drops and Withdrawals

<https://reg.uga.edu/general-information/policies/withdrawals/>

## From the Current Policy:

*If the student withdraws before the semester's withdrawal deadline, the student will receive a grade of W. An instructor may withdraw a student from a course due to excessive absences as defined in the course syllabus, and the student will receive a grade of W.*

## Rationale for Revisions:

The “withdrawal deadline” (the last point at which a student may decide whether to remain in or withdraw from a course) is approximately two weeks past the midpoint of the semester, and is designed to primarily accommodate students. However, this same deadline hinders the ability of an instructor to withdraw a student from a course for violating a written attendance policy if that violation occurs after the regular withdrawal deadline. Instead, students are assigned a letter grade as judged by the instructor, including a grade of “F.”

Professors have a prerogative to establish attendance guidelines for their courses. This includes withdrawal from a course for non-attendance as established on course syllabi. When students are withdrawn for non-attendance prior to the withdrawal deadline, the grade assigned is a “W.” The ability to withdraw students for *non-attendance* prior to, but not after, a date is not logically consistent. The present policy implies that an attendance policy holds only until the withdrawal deadline of a semester. The proposed change would revert to a prior University policy that empowered faculty members to withdraw students for non-attendance at any point during the semester.

## Proposed Revisions:

### Withdrawal from Courses

Students who withdraw from courses before the withdrawal deadline (two weeks after the midpoint, as specified by the official calendar) will receive a grade of W. Withdrawals from courses will not be permitted after the withdrawal deadline except in cases of hardship as determined by Student Care and Outreach (SCO) within the Division of Student Affairs or by an instructor-initiated withdrawal due to violation of the class attendance policy. Students with an active financial or registration hold on their record must clear that hold before being able to withdraw from their coursework.

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, the student will receive a grade of W. An instructor may withdraw a student from a course due to excessive absences as defined in the course syllabus, and the student will receive a grade of W. The instructor must notify the student and the unit head in writing no less than 24 hours prior to initiating a withdrawal. Instructor-initiated withdrawals that occur after the withdrawal deadline of a semester require approval of the unit head.

If the student does not initiate the withdrawal, the Registrar will notify the instructor and the student of the withdrawal.

If a student experiences significant personal hardship (e.g., medical or family emergency, prolonged illness), SCO 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 W for those classes. The instructor must be informed of the assignment of the W grade. The deadline for final approval of a hardship withdrawal by SCO is the withdrawal deadline of the semester following the semester for which the hardship withdrawal is sought (e.g., withdrawal deadline of summer semester is the deadline for a spring semester hardship request). If the hardship withdrawal process is not complete by the withdrawal deadline of the following semester, 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, SCO will document the hardship and work with the Registrar's Office to assign a withdrawal grade for each course.

Each year, SCO 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. Retroactive hardship withdrawals are rarely granted if it has been more than two years since the last day of class for which the withdrawal is sought. Extraordinary justification must be shown. In the case of approved retroactive hardship withdrawals, the Registrar will assign a grade of W. The instructor who originally assigned the grade must be informed of the change of grade.

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 Office of Student Conduct may facilitate a University-initiated withdrawal from courses for which a student is registered for the term. The Registrar will assign grades of W for those classes. The instructor must be informed of the assignment of the W grade.

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