

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-15

COURSE WITHDRAWAL

1 General Information.

- 1.1 Scope: Academic policy regarding students dropping courses, high demand courses, and withdrawing from the institution.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: March 8, 2006
- 1.4 Effective Date: Upon passage
- 1.5 Controlling over: Marshall University
- 1.6 History: SR 90-91(144)296(ASCR), SR 92-93(127)273(ASCR), SR 96-97(4)70R(BAPC), SR 96-97(17)82(BAPC/SCWC), SR 96-97(53)119B(BAPC)

2 Policy

2.1. Dropping of Courses

- 2.1.1 Dropping a course after the schedule adjustment period requires that a drop form bearing the instructor's signature be submitted to the Registrar's Office. Students on academic probation must have Dean's approval to drop a course. Off campus or night courses may be dropped by mailing a request to drop to the Registrar's Office. The postmark on such a request will be the official date of withdrawal.

2.2 High Demand Course Withdrawal Policy

- 2.2.1 Any student who withdraws during the "W" period from a course identified as a "high demand" course shall not be allowed to pre-register for the course for the following semester. High demand courses include ENG 101, ENG 102, ACC 215, SPN 101, SPN 102, MTH 121, MTH 123, MTH 127, MTH 130, MTH 203, BSC 227. Updated listings of high demand courses are available from the Office of the Registrar.

2.3 Withdrawal from the University

- 2.3.1 Withdrawal from the university is defined as dropping all classes for which a student is registered. Withdrawal requires that a withdrawal form be submitted to the Registrar's office or that a request for withdrawal be mailed to the Registrar's office. The effective date of withdrawal is the date that the withdrawal form is submitted to the Registrar's office. The postmark on mail requests will be the official date of withdrawal.

2.4 Grades Assigned in Cases of Dropping Courses or Withdrawal from the University

- 2.4.1 In all cases of dropping courses or withdrawal from the university the instructors will report grades as follows:

2.4.1.1 A student dropping courses or withdrawing from the university on or before the tenth Friday after the first class day of the regular semester will receive a grade of “W”. For eight-week courses, summer sessions and other courses of varying lengths, the “W” period ends on the Friday immediately following the two-thirds point in the course. Exact “W” dates are identified in the annual university Academic Calendar.

2.4.1.2 A “W” grade (withdrew) will have no bearing on the student’s grade point average.

2.4.1.3 Students who drop courses without approval, or who do not follow regulations provided in the preceding paragraphs, receive a grade of “F” at the end of the semester or summer term.

2.5 Final Date for Dropping or Withdrawing

2.5.1 The final date for dropping an individual class is the tenth Friday in a regular term. The last date for complete withdrawal from the university is the last day of classes. In both cases, “W” grades are assigned.

2.6 Military Service

2.6.1 Men and women called to active duty in the armed services of the United States shall be granted full refund of fees, but no credit, if the call comes before the end of the first three-fourths of the semester or term, and full credit, but no refund of fees, shall be granted if the call comes thereafter; provided, however, that credit as described above will be granted only in those courses in which the student is maintaining a passing mark at the time of departure to military service. The term “called to active duty” is herein defined as being called to active duty as the result of the federal activation of a total reserve component, National Guard unit, or any portion thereof which involves a particular student or an individual who is a bona fide member of the reserve component or a National Guard unit. The final grades, both passing and failing, for three-fourths of a semester or more are to be shown on the student’s permanent record card.

NOTE: It is extremely important to direct students with questions regarding military activation to the Registrar’s Office, which certifies students for educational benefits. The Registrar’s Office is required to notify the Veteran’s Administration when students receiving educational benefits are activated for military service.

2.7 Illegal Dropping of Classes

2.7.1 Policy on forged signatures on drop-slips has been defined as follows by the Deans’ Council: When a single class is dropped and the withdrawal form does not contain a valid faculty signature, the action is nullified and the instructor will assign an appropriate grade. Consequently, in those instances where a drop-date appears on a faculty member’s grade sheet and the instructor’s records do not indicate that a drop-slip was signed, the faculty member may question the validity of the drop in the Registrar’s Office at the time grades are submitted. Then it can be determined whether the signature is valid or not, and supply the grade that is appropriate for the situation.

2.8 Medical Withdrawal

2.8.1 In cases when students withdraw from the university for medical reasons, their request for withdrawal must be supported by certification from the attending physician. In order to be readmitted after this withdrawal, the student must provide a letter and supporting documentation from the attending physician that indicates that the student is able to return. Confidentiality will be maintained at all times except on a need-to-know basis. Requests for medical withdrawals from the university or from an individual class will be handled on a case-by-case basis through the

Associate Dean of Student Affairs. Students who receive a medical withdrawal shall receive a grade of “W”.

2.9 Backdated Withdrawal Procedures

2.9.1 In those rare instances when a backdated withdrawal from a class (or classes) is justified, the following guidelines must be followed:

2.9.1.1 Before determining a date of withdrawal, the dean will consult with the Director of Financial Aid. If the student has received a loan predicated upon full or part-time enrollment, the student may have to repay the university before he/she can be backdated out of the class. Establishing the appropriate withdrawal date is important in terms of institutional policy.

2.9.1.2 All graduate backdated withdrawals must be approved by the Graduate Dean before they will be processed by the Registrar’s Office.

2.10 E-Course Withdrawal

2.10.1 E-courses will follow Executive Policy Bulletin 13 in regard to refund and withdrawal policies. Withdrawal from semester-based e-courses will follow traditional course guidelines. Open enrollment course enrollees will have thirty-five (35) weeks from the date of enrollment to withdraw.