

General Legislative Action

At its meeting on December 3, 2020, the Faculty Senate approved Class B Legislation to amend *Student Governance and Policies*, Chapter 113 (Withdrawals). President Ana Mari Cauce has also approved the proposed legislation. This legislation amends the Current Quarter Drop process to allow students to submit a Current Quarter Drop - Adviser Assist request through the last date of instruction. It also updates the Chapter to reflect the creation of the Registrar Drop grade annotation (implemented May 29, 2020), and substitutes prior references to “his and her” with “their.” The faculty was given the opportunity to submit written objections to its substantive nature, under the Faculty Code, Chapter 22, [Section 22-74](#) Senate Procedure: Class B Actions. There were no objections to this legislation.

Class B Legislation Student Governance and Policies Scholastic Regulations Chapter 113 (Withdrawals)

Background and Rationale

The Faculty Council on Academic Standards and the Office of the University Registrar, recommends amending Scholastic Regulations Chapter 113 (Withdrawals) based on the following findings:

- In the process of implementing the updates to Scholastic Regulations Chapter 113, section 3, made in May 2020, there was significant interest on the part of advisers and students to extend the Current Quarter Drop process through to the last day of instruction. The current process extends to the 7th week of the quarter since grading begins on the 8th week. The Current Quarter Drop process will be amended to allow students to submit a Current Quarter Drop - Adviser Assist request through the last date of instruction, as the drops will not have a negative impact on grading since current systems do not reflect students who have been dropped or are inactive. After the 8th week a courtesy email will be sent to the instructor to let them know that the student has dropped after grading has commenced.
- This section continues to reference the former “W” grade, which has been replaced by the Registrar Drop (RD) grade and this chapter needs to be updated accordingly.
- In the spirit of honoring gender inclusivity, prior references to “his and her” are being changed to “their.”

Student Governance and Policies

Scholastic Regulations Chapter 113

Withdrawals

1. Withdrawal from the University

A. Voluntary Severance

Withdrawal from the University is voluntary severance by the student of ~~his or her~~ their connection with the University for a specified quarter.

B. Official Notice

Withdrawal from the University is official when a signed written notice is submitted of the withdrawal is received by to the Registrar's Office or the student withdraws from all classes using the Current Quarter Drop withdrawal process.

C. Transcript Entry

University withdrawals received prior to the quarter will result in no entry on the transcript for that quarter.

D. Withdrawal During the First 14 Days

University withdrawals during the first 14 calendar days of the quarter will result in the student's transcript showing only the date of withdrawal. No courses will be listed.

E. Withdrawal After the First 14 Days

After the first 14 calendar days of the quarter, an official withdrawal will be entered on the student's record with a grade of **WRD** for each course held at the time of withdrawal and the date of the withdrawal.

F. Last Day to Withdraw

The last day to withdraw from the University will be the last day of instruction in each quarter. No withdrawals can be made once the final examination period has begun.

G. Summer Quarter

A proportional withdrawal schedule will be printed in the Time Schedule for Summer Quarter a and b terms.

H. Unofficial Withdrawals

Withdrawals accomplished by any other method are not official, and result in the entry of the grade 0.0 in each course for which the student is registered in that quarter.

S-B 103, March 1968 with Presidential approval; BR, December 7, 1972 [see also [WAC 478-160-290](#)]; S-B 124, May 19, 1975; S-B 150, April 9, 1990: both with Presidential approval; RC, December 3, 2013.

2. Withdrawal from the University for Military Service

If a student is conscripted into the Armed Forces, or is called to active military duty, **he or she they** may take advantage of military withdrawal from the University under the conditions listed below. Students who voluntarily enlist are subject to the regular withdrawal procedures specified in [Section 1](#) above.

A. Credit and Refunds for Courses Begun

A student who withdraws may receive credit for courses and refund of fees, under the following schedule:

- 1) Withdrawal through the seventh week of the academic quarter: No credit. Full refund.
- 2) Withdrawal after the seventh week of the academic quarter: University withdrawal with full refund of fees, or credit with grades reported by instructors as either credit (CR), no credit (NC),

or numeric grades (1.7-4.0). Students may elect to have passing numeric grades recorded as reported or to have them recorded as a CR. NC grades will be recorded as withdrawals.

B. Last Quarter Before Obtaining a Degree

If a student is in his or her their last quarter before obtaining a degree from the University, he or she they will be granted the degree PROVIDED: that at the beginning of the quarter his or her their cumulative grade-point average is high enough for graduation; that his or her their degree has been approved by his or her their department chair and dean; and that his or her their grades for the completed portion of the quarter are 1.7 or greater in each course necessary for graduation. The third proviso may be waived if the withdrawal occurs so soon after the beginning of the quarter that determination of a grade is impossible.

C. Report Date

The student will be expected to attend classes and withdraw no more than 15 calendar days before his or her their date to report for duty.

D. Duty Requirement

The privilege of military withdrawal will be granted only to students whose induction or enlistment is for extended active duty, not for short-term National guard or Reserve duty, or annual active-duty requirement.

E. UW Continuum College Courses

The provisions of military withdrawal apply to students enrolled in UW Continuum College classes as well as those in day school.

F. Authority of Dean or Chair in a Professional College or School

Should the foregoing provisions conflict with standards imposed upon a professional college or school by accrediting or licensing agencies, the dean or chair of the college or school shall approve the conditions of military withdrawal.

AI, March 1966; AI, January 1991; RC, December 3, 2013; RC, October 27, 2017.

3. Dropping a Course

A. Officially Dropping a Course

A drop from a course is voluntary severance by the student of their connection with the course. To be official it must be made under the following conditions:

1) Before the 14th Calendar Day

Courses may be dropped for any reason through the 14th calendar day after the start of the quarter. In some cases, departmental approval will be required. There will be no transcript entry for courses dropped by the 14th calendar day of the quarter.

2) Current Quarter Drop

Students may drop courses weeks three through seven during the current quarter after the Unrestricted Drop Period has ended through the Current Quarter Drop process. An annotation of RD (Registrar Drop) will appear on the student academic record.

3) Former Quarter Drop

Students may petition to drop courses for a former quarter using the Former Quarter Drop process. The Registrar will grant such a petition if in the Registrar's judgment the student was unable to complete the course in question. Approved drops will be entered on the transcript with an annotation of RD (Registrar Drop).

4) Withdrawal Through Last Day of Class

A student may drop all courses through the last day of classes by withdrawing from the University for that quarter.

B. Unofficially Dropped Courses

Drops from a course not officially transacted with the Registrar's Office are not official and result in a grade of 0.0 (E) for the course.

C. Summer Quarter

Proportional drop schedules will be publicized in the Time Schedule for Summer Quarter a and b terms.

D. Off-Calendar Courses

For DL courses and other courses that do not follow the quarter schedule, the drop deadline is two weeks prior to the end of the maximum term for completion of the course, as specified at the time of registration. All other provisions of Subsections [3.A—3.C](#) apply.

S-B 124, May 1975; S-B 150, April 9, 1990; S-B 164, April 1997; S-B 167, November 26, 2001; S-B 173, April 6, 2007: all with Presidential approval; RC, December 3, 2013; S-B 180, February 27, 2014; S-B 194, May 29, 2020: both with Presidential approval.

Approved by:
Senate Executive Committee
November 16, 2020

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Faculty Senate
December 3, 2020