

Senate Document SD 24-12  
Approved, 1/13/2025

MEMORANDUM

TO: Cigdem Z. Gurgur, Chair  
Senate Executive Committee

FROM: Holly Hullinger, Chair  
Educational Policy Committee

DATE: 12/10/2024

SUBJ: Academic Regulations to Extend the Course Withdrawal Deadline

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**WHEREAS** the attached memorandum is reviewed and approved by the Educational Policy Committee;

**BE IT RESOLVED** that the attached resolution be considered by the Senate.

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## Memorandum

**To:** Educational Policy Committee

**From:** Abby Blackmon, Director of Student Conduct and Care; David Cochran, Professor of Systems Engineering; Kent Johnson, Executive Director for Academic Accountability and Student Success; Noor O’Neill, Professor of Anthropology

**Date:** Tuesday, November 5, 2024

**Subject:** Updating PFW Academic Regulations to Extend the Course Withdrawal Deadline

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**WHEREAS** [Senate Document \(SD\) 16-45](#) and Sections 3.8 and 3.9 of the PFW Academic Regulations allow students to withdraw from 16-week courses up through week 9 of the semester; and in weeks 10 through 16, students can request an exception to the withdrawal deadline.

**WHEREAS** the grading timelines in individual courses and information available to students provided by different instructors vary; and

**WHEREAS** the decision to withdraw or remain in a course can have long-lasting impacts on a student’s academic progress and financial well-being; and

**WHEREAS** the decision to withdraw from a course is one of the most consequential academic decisions students have to make in college, and a large proportion of students face this decision in their first year, and students will benefit from having more time to make an informed choice about course withdrawal, including benefiting from having more information on which to base the decision; and

**WHEREAS** primary role advisors play a central role in helping students make this decision, but the current timeline makes this difficult for them to play that role given that the current withdrawal deadline falls during a peak advising period; and

**WHEREAS** data suggest that the later in a semester that a student withdraws from a course, the more likely they are to succeed in the class when/if they retake it; and

**WHEREAS** there are fewer requirements for withdrawing before the regular deadline, allowing students to remove themselves from class without additional barriers that may be found in the exception to the withdrawal deadline process; and

**WHEREAS** the current Academic Regulations do not differentiate between the critical terms of a course “drop” and a course “withdrawal” as currently used on campus and discussed with students; and

**WHEREAS** this proposed extension aligns PFW with the timeline of other Purdue campuses and aspirational peers; and

**WHEREAS** the Financial Aid and Registrar's Offices must process course withdrawals and publishes the withdraw deadline more than one semester in advance,

**BE IT RESOLVED** that the window to withdraw from a 16-week class be extended from week 9 to week 13; and

**BE IT RESOLVED** that the window to withdraw from shorter courses be adjusted appropriately; and

**BE IT RESOLVED** that the changes be implemented in Fall 2025, to leave time for the Financial Aid and Registrar's Offices to update their processes, plan ahead for the shift in workload, and publish revised deadlines to the campus community in a timely matter; and

**BE IT FINALLY RESOLVED** that the relevant portions of Academic Regulations sections 3.8.2 be revised as indicated below.

## Edits with Track Changes

3. 8.2: Course drops and withdrawals (cancellations of registration). A student may drop or withdraw from one or more courses, subject to the time limits below and the restrictions described in ~~this s~~Sections 3.8 ~~and and in section~~ 3.9 by presenting a request ~~to at~~ the Registrar's Office, the department of the student's major, and/ or through Self-service in the online registration system.

The following table outlines course drop, withdrawal, and exception deadlines for 16-week courses. The proportional dates for shorter sessions can be found on the Academic Calendar.

### Weeks Restrictions

<b>Weeks</b>	<b>Restrictions</b>
<u>Course Drop:</u> First week of classes (or equivalent, based on course length. See chart below.)	<u>Students are able to drop one or more courses through the online registration system. Any dropped courses are not recorded on the student's record. College/School/Division policy determines whether an academic advisor's approval is required. Course is not recorded on the student record.</u>
<u>Course Withdrawal:</u> <u>Weeks 2 through 139</u>	<u>Students must submit a request through the Registrar's Office. Courses are recorded with a grade of W on the student's record. College/School/Division policy determines whether an academic advisor's approval is required. Course is recorded with grade of W on the student record.</u>
<u>Request for an Exception to the Withdrawal Deadline:</u> <u>Weeks 140 through 16</u>	<u>Courses cannot normally be <del>withdrawn</del> <del>dropped</del> during this period <u>except in serious, non-academic, extenuating circumstances.</u> - <u>Students should contact the Office of Student Conduct &amp; CARE for this request.</u> If a <del>drop</del><u>request for an exception to the withdrawal deadline</u> is approved, the course is recorded with a grade of W on the student record.</u>

The following table displays the point in time a withdrawn grade will be recorded on the student's permanent record, based on course length.

Number of Weeks the course meets	Course Drop without Withdrawal Grade	Withdrawal Grade Recorded
9 or more	Days 1-7	Day 8 and thereafter
3 to 8	Days 1-3	Day 4 and thereafter
2	Days 1-2	Day 3 and thereafter
1	Day 1	Day 2 and thereafter

Day 1 of a course is the first day of the term or part of the term. All calendar days are counted, including weekends.

The opportunity to drop a class is restricted as specified below: The following restrictions may apply when a student is seeking to drop or withdraw from one or more courses:

3.8.2.1: Alleged academic dishonesty. Students will not be permitted to drop or withdraw from a class in which there is an pending allegation or finding of a violation of the academic dishonesty policy.

3.8.2.2: ~~Late-term drops~~ Withdrawals related to academic performance. If a student decides to drop or withdraw from a class due to academic performance, this must be completed prior to Week 13 of the semester or equivalent dates for shorter sessions. After the ninth-thirteenth week (or equivalent), students will not be permitted to ~~drop~~ withdraw from a class due to poor academic performance in the class.

3.8.2.3: ~~Late-term drops~~ Withdrawals unrelated to academic performance. After the ninth thirteenth week (or equivalent), students must submit a request for an exception to the withdrawal deadline. This request must be a non-academic, extenuating circumstance beyond the student's control that prevented them from withdrawing by the deadline and is supported by appropriate documentation. ~~and with the approval of the student's academic advisor and the student's dean/division director, a student may drop a course when the reason for requesting the drop is unrelated to the student's academic performance in the course.~~

3.8.2.4: Post-term ~~drops~~ withdrawals or issues. After the end of the sixteenth week, students must submit a request for an exception to the withdrawal deadline. If there is an error in the grading of a course, the student should work with the instructor by following a course may be dropped only by following the procedure for a change of grade (see Section 6.6).

3.8.3: Change of Pass/Not-Pass option. A student may change the Pass/Not-Pass option for a course during the first four weeks of a regular semester or the first two weeks of a summer session by obtaining the signature of the academic advisor next to the appropriate notation on the schedule-revision form.

3.8.4: Change of auditing option. A student may alternate between audit and credit status during an academic session. A change from audit to credit or credit to audit may occur only during the first six weeks. The regular audit deadline is the Friday ending the first week of class. The late audit deadline is the Friday ending the sixth week of class. Approval of a regular change of auditing status in the first week of class requires a signature or written acknowledgment from the student's advisor and a representative from the Financial Aid Office (when applicable). Approval of a late change in auditing status during weeks two through six requires a signature or written acknowledgment from the course instructor, academic advisor, and a representative from the Financial Aid Office (when applicable).

3.9: Withdrawal from the university. Withdrawal from the university is normally accomplished by withdrawing from each course in which the student was enrolled. Special circumstances which can affect the withdrawal are specified below.

3.9.1: Withdrawal for military service. Any student called to active military duty may present a copy of their military service orders and (a) withdraw from all courses and receive a 100% refund of tuition and fees at any time during the semester through the end of final examinations or (b) with the permission of each instructor, receive an Incomplete or final grade in the courses taken. Such requests and documentation may be presented by the student or other responsible party who has the student's permission to make the request. Refunds of fees will not be made if the student receives a grade and credit for the course, and all refunds will be adjusted as required

by financial aid regulations. If a withdrawal is processed after the fourth week of classes, the grade of W will be assigned.

3.9.2: Withdrawal for personal circumstances. Students who seek to withdraw from PFW after the ninth-thirteenth week of classes, based on personal circumstances, should contact the Office of Student Conduct & CARE for guidance about the process.

### Edits- Clean Copy

3. 8.2: Course drops and withdrawals (cancellations of registration). A student may drop or withdraw from one or more courses, subject to the time limits below and the restrictions described in Sections 3.8 and 3.9 by presenting a request to the Registrar’s Office, the department of the student’s major, and/or through Self-service in the online registration system.

The following table outlines course drop, withdrawal, and exception deadlines for 16-week courses. The proportional dates for shorter sessions can be found on the Academic Calendar.

<b>Weeks</b>	<b>Restrictions</b>
Course Drop: First week of classes (or equivalent, based on course length. See chart below.)	Students are able to drop one or more courses through the online registration system. Any dropped courses are not recorded on the student’s record.
Course Withdrawal: Weeks 2 through 13	Students must submit a request through the Registrar’s Office. Courses are recorded with a grade of W on the student’s record.
Request for an Exception to the Withdrawal Deadline: Weeks 14 through 16	Courses cannot normally be withdrawn during this period except in serious, non-academic, extenuating circumstances. Students should contact the Office of Student Conduct & CARE for this request. If a request for an exception to the withdrawal deadline is approved, the course is recorded with a grade of W on the student record.

The following table displays the point in time a withdrawn grade will be recorded on the student’s permanent record, based on course length.

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3.8.2.3: Withdrawals unrelated to academic performance. After the thirteenth week (or equivalent), students must submit a request for an exception to the withdrawal deadline. This request must be a non-academic, extenuating circumstance beyond the student's control that prevented them from withdrawing by the deadline and is supported by appropriate documentation.

3.8.2.4: Post-term withdrawals or issues. After the end of the sixteenth week, students must submit a request for an exception to the withdrawal deadline. If there is an error in the grading of a course, the student should work with the instructor by following the procedure for a change of grade (see Section 6.6).

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