

MEMORANDUM

TO: Sheila Converse, Executive Secretary
Faculty Senate

FROM: Becky Bitter, Registrar's Office

FOR: Academic Affairs Committee

DATE: 24 March 2016

SUBJECT: Proposal to Revise Rule 68

At its meeting on March 22, 2016, AAC reviewed the proposal to revise Rule 68.d, highlighted below, which incorrectly states that withdrawals do not reduce the total official hours of enrollment. This has not been the case for many years. The Registrar's Office is proposing that this incorrect information be removed from the rule.

68. WITHDRAWAL FROM A COURSE

An undergraduate or professional student may withdraw from a course after the 30th day of the regular term up through the end of the 13th week with these provisions:

- (a) At the end of each term, the number of withdrawals will be counted for undergraduate and professional students. Once four withdrawals have been used, no further withdrawals will be allowed in subsequent terms. Withdrawals that result from the cancellation of enrollment will not be counted. (For those entering WSU in fall 1998 through summer 2004, once six withdrawals have been used, no further withdrawals will be allowed in subsequent terms.)
- (b) After the withdrawal limit is reached, an undergraduate or professional student may, in exceptional circumstances, submit a petition through the Registrar's Office for an exception to the withdrawal limit. See Rule 57.
- (c) If a grade has been entered for a course, the grade may not be changed to a withdrawal without the instructor's consent.
- (d) Withdrawals do not reduce tuition charges ~~or the total official hours of enrollment.~~
- (e) For academic calendars that vary from the regular 15-week term, a prorated schedule will be used to determine the withdrawal deadline.
- (f) The grade shall be marked W, and payment of the service fee shall be mandatory.

Graduate students who wish to request a course withdrawal after the 30th day must do so through the Graduate School.

At this time, Faculty Senate review and approval is recommended, to be effective fall 2016.