MEMORANDUM

TO: Matt Hudelson, Executive Secretary
Faculty Senate

FROM: Becky Bitter, Senior Assistant Registrar and WSU Catalog Editor

DATE: 13 February 2024

SUBJECT: Proposal to Revise Rule 68, Withdrawal from a Course

On February 13, 2024, the Academic Affairs Committee approved a proposal to revise Rule 68.

This proposal was initiated by the Registrar’s Office in order to amend the rule to reflect current practices. In 2021, the $5 fee for course withdrawals was dropped because it was deemed an unnecessary financial impediment to charge a student to use one of their allotted withdrawals. Since myWSU processes withdrawals automatically, there is no need to charge this fee.

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.

(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.

(d) Withdrawals do not reduce tuition charges.

(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 spring 2024.