

## Course Withdrawal

### Background

A student may need to withdraw from a class to adjust schedules or for other reasons. The Office of the Registrar maintains the campus policies and procedures for withdrawal, and these are available at <http://registrar.iupui.edu/withdraw.html>.

There are two options available to students for dropping (or adding) a course. These are a paper option (described below) and the Electronic Drop/Add (eDrop/eAdd). Information on eDrop/eAdd procedures for faculty/staff is described at [http://registrar.iupui.edu/eDoc/eDrop\\_faculty\\_staff.html](http://registrar.iupui.edu/eDoc/eDrop_faculty_staff.html). Information for students is available at [http://registrar.iupui.edu/eDoc/eDrop\\_student.html](http://registrar.iupui.edu/eDoc/eDrop_student.html).

There are different circumstances that might result in one of three types of withdrawal.

- 1) A **timely withdrawal** is one that occurs during the Office of the Registrar's official withdrawal periods. These withdrawals must occur before the 13<sup>th</sup> week of class.
- 2) A **late withdrawal** is one that occurs after the official withdrawal periods – that is, requests to withdraw from the 13<sup>th</sup> week through the last day of classes. These withdrawals are not routine and are considered only under extraordinary circumstances. Poor performance is not grounds for a late withdrawal. Faculty and students must follow prescribed procedures, including obtaining the Associate Dean's signature, for these withdrawals. Students should be prepared to substantiate reasons for late withdrawals. In the event that a request for a late course withdrawal is denied, the student may consider grade replacement to improve a low grade.

It is important for students to understand that after a course grade has been issued, a withdrawal is considered a change in grade. Such a request is rarely granted and requires extraordinary circumstances that prevented the student from withdrawing during the normal semester. Students who seek to withdraw from a course after the conclusion of a course must follow the Grade Appeal procedure.

- 3) A **withdrawal after the course conclusion** is one that the student seeks after the course has finished. These withdrawals are only rarely granted and require extraordinary circumstances that prevented the student from withdrawing. Students who seek to withdraw from a course after the conclusion of a course must follow the Grade Appeal procedure.

During the first week of class students do not need signatures to withdraw from classes, but from the second week on, signatures and other requirements apply. These are listed in Table 1 in the procedure. The Office of the Registrar publishes the official dates for withdrawal at <http://registrar.iupui.edu/accal.html> for the regular and summer terms, and it faculty must contact the Office of the Registrar for official withdrawal dates for courses with compressed schedules.

The IUPUI campus policy provides the basis for SPEA's policy and procedures that must be followed for course withdrawals. Campus policy specifies that the IUPUI Office of the Registrar does not process withdrawal forms after the last day of classes, and accordingly SPEA's Office of Student Services will not be able to send these forms to the Office of the Registrar.

SPEA's policy on course withdrawals applies to both graduate and undergraduate students.

### Policy (Orig., Rev. 5/11/2006)

A student may withdraw from a course during the official withdrawal periods as established by the Office of the Registrar with a grade of 'W' (withdrawal) if his or her work is of passing quality or a grade of 'F' (failing) if his or her work is not of passing quality at the time the withdrawal request is made.

A request for a late withdrawal is rarely granted and “only in extraordinary circumstances which are beyond the student’s control” (IUPUI Office of the Registrar, Class Withdrawal/Class Drop). Late withdrawals are not given for poor performance or failure to attend class. A late withdrawal is a withdrawal after the official withdrawal periods are passed but before the last day of classes.

## Responsibilities

- ✓ The student is responsible for understanding and following the procedure for course withdrawals. The student is responsible for transferring the Schedule Adjustment (Drop/Add) form to the Director of Student Services along with any supporting documentation and for using eDrop/eAdd correctly.
- ✓ The student is responsible for providing documentation to support his/her request, as needed, to the course faculty and Director of Student Services.
- ✓ The faculty is responsible for assigning grades and for completing his/her portion of the Schedule Adjustment (Drop/Add) form or eDrop/eAdd form in a timely fashion.
- ✓ The faculty is responsible for ensuring that late withdrawals are granted in accordance with SPEA’s policy.
- ✓ The Director of Student Services is responsible for routing requests for late withdrawals to the Associate Dean and for requesting supporting documentation from the student when it is not provided.
- ✓ The Associate Dean is responsible for reviewing and approving or denying the request for a late withdrawal.
- ✓ The Director of Student Services is responsible for notifying the student of the Associate Dean’s decision.
- ✓ The Director of Student Services is responsible for coordinating the submission of an approved grade change to the IUPUI Office of the Registrar.
- ✓ The course faculty, Associate Dean and Director of Student Services are responsible for maintaining security and privacy of documentation related to each case.

## Procedure

1. IUPUI e-mail can be used for official communications in the process of resolving a student’s request for a withdrawal.
2. When a student has a pending academic misconduct case and/or a grievance against the instructor in the same class, the withdrawal will be resolved after the academic misconduct case and the grievance, in that order.
3. Instructions for completing the paper Schedule Adjustment (Drop/Add) form.
  - a. Student ID or Soc. Sec. No. – Enter Univ. ID
  - b. Dept. – SPEA
  - c. Crse – for example, V380
  - d. Sect – In Oncourse, the section number is the class number, which appears on the tab for each course as the last entry – for example, FA 06 IN SPEA V380 **25506**. The class number (section number) is 25506.
  - e. Grade – For dropped courses, circle the grade the student has earned at the time the student drops the course. A grade of ‘W’ means the student is passing the course at the time of the request. A grade of ‘W’ cannot be issued for classes that are completed.
  - f. Semester/Year – for example, Fall/2007
  - g. Signatures – Student, Academic Advisor, and Instructor must sign the form, as per the Office of the Registrar withdrawal dates.
  - h. Issued and Received – Student and Instructor do not make an entry.
4. Instructions for completing the eDrop/eAdd form are given at [http://registrar.iupui.edu/eDoc/eDrop\\_faculty\\_staff.html](http://registrar.iupui.edu/eDoc/eDrop_faculty_staff.html) (faculty version) and [http://registrar.iupui.edu/eDoc/eDrop\\_student.html](http://registrar.iupui.edu/eDoc/eDrop_student.html) (student version).
5. **Timely Withdrawal** – a request to withdraw during the Office of the Registrar’s Official Withdrawal Period
  - a. The student obtains the Schedule Adjustment (Drop/Add) form the eDrop/eAdd link or from the SPEA Office of Student Services.

- b. The student obtains the Advisor and Instructor signatures, according to the following schedule.

Official Withdrawal Period	
Course deleted from record, no grade assigned 100% refund (Advisor signature <b>IS NOT</b> required)	Week 1 (last day)
Withdrawal with automatic grade of W (Advisor signature <b>IS</b> required)	Week 2– Week 7 (regular session) Week 2 – Week 3 (summer session)
Withdrawal with grade of W or F (Advisor and instructor signatures <b>ARE</b> required)	Week 8 – Week 12 (regular session) Week 3 – Week 4 (summer session)

- c. The course faculty completes the required information and assigns a grade of ‘W’ (withdrawal) or ‘F’ (failing) as appropriate based on the student’s performance at the time of the withdrawal request.
- d. The student submits the completed form to the Office of the Registrar.
5. **Late Withdrawal** - a request to withdraw after the Office of the Registrar’s Official Withdrawal Period
- a. The late withdrawal period is as follows:
- Regular Session - from the 13<sup>th</sup> week to the last day of classes,
  - Summer Session – from the 5<sup>th</sup> week to the last day of classes, and
  - Other Course Lengths – contact the Office of the Registrar.
- b. Reasons for Late Withdrawal
- 1) A student may request a late withdrawal only when there are extraordinary circumstances beyond the student’s control that prevented the student from officially withdrawing from a course. Examples of such circumstances include, but are not limited, to:
    - development or worsening of medical or mental health conditions in the student;
    - development or worsening of medical or mental health conditions, hospitalizations, or deaths in the immediate family of a student;
    - emergency deployments of military or reserve personnel;
    - violence against the student or immediate family member that requires medical or mental health treatment
    - incarceration of the student
  - 2) Late withdrawals are not granted for poor performance. These students must use grade replacement.
  - 3) Late withdrawal does not apply to students who have completed a course. These students must go through the Grade Appeal procedure.
- c. Procedure
- 1) The student obtains the Schedule Adjustment (Drop/Add) form from the eDrop/eAdd link or from the SPEA Office of Student Services.
  - 2) The student obtains the Advisor and Instructor signatures.
  - 3) The course faculty completes the required information on the form and assigns a grade of ‘W’ (withdrawal) or ‘F’ (failing) as appropriate based on the student’s performance at the time of the

withdrawal request. The grade of 'W' is assigned only when extraordinary circumstances exist which are beyond the student's control – faculty should request supporting information to substantiate the extraordinary circumstances beyond the student's control.

- 4) The student takes the completed form and supporting documentation to the Director of Student Services.
  - 5) The Director of Student Services provides the form and documentation to the Associate Dean. In the event the student has not provided supporting information, the Director of Student Services requests this information from the student.
  - 6) The Associate Dean reviews the request and approves or declines the request. He or she returns the signed request to the Director of Student Services.
  - 7) The Director of Student Services informs the student of the Associate Dean's decision.
  - 8) The Director of Student Services returns the approved late withdrawal form to the Office of the Registrar on behalf of the student.
6. ***Withdrawal after the Course Conclusion*** – a request made after the course has finished. Students who seek to withdraw from a course after the conclusion of a course must follow the Grade Appeal procedure.

#### 7. Confidentiality

Only persons with a need to know will see any confidential materials that are submitted by the student. The faculty, Director of Student Services, and Associate Dean will maintain the confidentiality and security of such materials.

#### Documentation

- ✓ Schedule Adjustment (Drop/Add) form (Attachment 1)
- ✓ eDrop, available at [http://registrar.iupui.edu/eDoc/eDrop\\_faculty\\_staff.html](http://registrar.iupui.edu/eDoc/eDrop_faculty_staff.html) (faculty version) and [http://registrar.iupui.edu/eDoc/eDrop\\_student.html](http://registrar.iupui.edu/eDoc/eDrop_student.html) (student version)
- ✓ Supporting documentation provided by the student

### Schedule Adjustment (Drop/Add) Form

**SCHEDULE ADJUSTMENT FORM**

LAST NAME	FIRST	MIDDLE	STUDENT I.D. OR SOC. SEC. NO.
<b>DROP</b> →	DEPT.	CRSE.	SECT. CREDIT
<b>ADD</b> →	DEPT.	CRSE.	SECT. CREDIT

**GRADE**  
**W F**  
CIRCLE ONE

DROPPED INSTRUCTOR'S SIGNATURE REQUIRED AFTER MIDTERM GRADE OF W OR F MUST BE ASSIGNED.

ADDED INSTRUCTOR'S SIGNATURE REQUIRED AFTER CLASSES BEGIN OR IF CLASS IS CLOSED DURING REGISTRATION.

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STUDENT'S SIGNATURE OR PERSON SUBMITTING FORM \_\_\_\_\_ ADVISOR'S SIGNATURE REQUIRED FOR ALL ADJUSTMENTS. \_\_\_\_\_

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SEMESTER/YEAR \_\_\_\_\_ STUDENT'S DEAN OR REPRESENTATIVE MUST APPROVE ADJUSTMENTS DURING LAST 1/4 OF SEMESTER. \_\_\_\_\_

**WHITE-REGISTRAR**                      **YELLOW-DROP INSTR.**  
**GREEN-ADD INSTR.**                      **PINK-STUDENT**

ISSUED \_\_\_\_\_ DATE \_\_\_\_\_ RECEIVED \_\_\_\_\_ DATE \_\_\_\_\_

**FORM IS INVALID 10 DAYS AFTER ISSUED**

IUPUI REG. F040 REV. JAN. 1998

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