

Motion to revise policy on limits on withdrawals

Approved by Admissions & Standards 10/26/16

Approved by Senate Executive Committee & presented to University Senate as information item 2/17/17

Effective immediately

Section 1332.10 (B) of the Undergraduate Catalog is modified as follows:

Additions ~~Deletions~~

Limits on Withdrawals with a Grade of W

1. Students are allowed to withdraw with a grade of W a maximum of six times in their undergraduate **bachelor-level careers** at Georgia State. ~~This limit of six is inclusive of any withdrawals taken in courses while enrolled at Perimeter College.~~
2. The limit on withdrawals does not apply if a student withdraws from all classes during a term before the midpoint. However, students are only allowed to withdraw from all classes prior to the midpoint twice without having their withdrawals count against the limit. Students who withdraw from all classes a third or subsequent time will automatically receive a grade of WF in their classes if they have reached their limit of Ws.
3. It is possible that a student will withdraw from more than one class in a particular semester and not have enough Ws left to use a W in all those classes. In that case, classes will be awarded a W based on the date and time the student initiated the withdrawal from that class. For example, if a student had taken five Ws in their career at Georgia State and then withdrew from three of the four classes in which the student is enrolled, the student's sixth W allowed would be assigned to the class from which the student withdrew first. The student would receive a WF in the other two classes. In these cases, students may make an appeal to the University Advisement Center or the student's Office of Academic Advisement to shift the W from one class to another. Such requests must be made no later than the end of the subsequent semester in which the student withdrew from the classes. (Whether a student is enrolled in the semester after the semester in which the student withdrew from the classes does not change this time limit.) Students may not shift Ws between semesters.
4. The following types of withdrawals do not count against the limit on withdrawals with a grade of W.
 - Emergency withdrawals (see Section 1332.40).
 - Grades of WF (withdrawal failing).
 - Grade of WM (withdrawal military).
 - Grade notation of – before the grade of W indicating non attendance documented by the professor.
 - Withdrawals taken in semesters before Fall Semester 2006.
 - Withdrawals taken at other institutions.
 - Withdrawals for nonpayment.

- Withdrawals from courses numbered below 1000.
5. If a course has a separate co-requisite lab or support course with a different course number, withdrawing from both courses simultaneously shall count as a single W with respect to the limit on voluntary Ws.
 6. This policy applies to all degree-seeking undergraduate students. It does not apply to non-degree students (such as post baccalaureate and transient students).

Rationale: This motion removes the stipulation that students transitioning from PC to a bachelor's degree program would be allowed a maximum of six withdrawals, including any taken while at the associate levels. Not only was this requirement difficult to program for transition students, it had the effect of disadvantaging PC students in comparison with students who transfer from other institutions, where any withdrawals would not count towards their total of six.