

Motion to revise policy on limits on withdrawals

Approved by Admissions & Standards, 9/9/15

Approved by University Senate, 11/19/15

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 careers at Georgia State.
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. 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: GSU is now offering 1 unit co-requisite courses in Math and English for those students who place below the level required for introductory courses (Math 1111 and English 1101). This change in policy makes it clear that if a student drops both the main course (e.g., Math 1111) and the co-requisite (e.g., Math 0999) only one W will count against the 6 W limit. This policy also counts for other non-

collegiate level courses such as those in the Intensive English Program. The change also brings current practice (withdrawals for nonpayment) into the policy.