



## Course Withdrawal Policy

### No. 6311

**Policy Effective Date:**  
4/12/1999

**Last Revision Date:**  
1/3/2002

**Policy Owner:**  
Cyril Clarke

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**Affected Parties:**  
Undergraduate  
Graduate  
Faculty  
Staff  
Other

**1.0 Purpose**  
**2.0 Policy**  
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### 1.0 Purpose

The purpose of this policy is to replace Policy 6310: The Freshmen Rule, effective Summer 2000. However the intent remains the same as the previous policy; that is, to not penalize students for making unwise choices on course selection based on differing factors.

### 2.0 Policy

A maximum of six (6) credit hours may be designated as “Course Withdrawn” during a student’s academic career.

### 3.0 Procedures

1. Students must complete a Course Withdrawal form before the end of the last scheduled regular class day (before Reading Day) of the term of the course to be “course withdrawn”.
2. Courses processed as “course withdrawn” will remain on the student’s transcript with a grade of W.
3. No more than six (6) credit hours may be designated as “course withdrawn”. Students eligible under the former Freshmen Rule Policy, and who invoked application of the Freshmen Rule Policy, may not exercise this option.
4. This policy cannot be applied to courses with penalties applied by the University Honor System.
5. Application of this policy is irrevocable and unappealable.
6. Hours marked as “course withdrawn” will continue to assess in hours enrolled for purposes of financial aid and tuition assessment.

### 4.0 Definitions

### 5.0 References

Policy Memorandum No. 196, “Revise Presidential Policy Memorandum No. 69, Freshmen Rule Policy”.

### 6.0 Approval and Revisions

Approved by the Commission on Undergraduate Studies and Policies: April 12, 1999  
Approved by University Council: May 3, 1999  
Approved by President: May 3, 1999

Policy became effective the First Summer Term 2000.