

# UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Total Withdrawal (number AP1123)**  
Cabinet Division: **Registrar's Office (Enrollment Management)**  
Date Revised: 4/19/11 (approved by Faculty Senate)

## I. Background and Purpose

- 1.1 The current policy does not indicate withdrawn classes are listed on official transcripts (and in fact they are not).
- 1.2 The current policy does not distinguish between a total withdrawal and dropping all classes.
- 1.3 The current policy allows students to drop all classes up through the eighth week of each term with no indication on the transcript regarding how many credits the student was enrolled in—the transcript has a note that reads “withdrawn 01/01/11”.
- 1.4 Beginning the ninth week of each term, the current policy requires the Registrar's Office to contact every faculty for every class a student drops from to determine if the grade should be entered as a W or WF (WF's affect GPA). During this time period, each class is listed on students' official transcripts with either a W or WF grade.
- 1.5 The current policy allows students to withdraw through the week before final exams begin each term.

## II. Constraints

- 2.1 This will require additional work for the Registrar's staff to process each total withdrawal since a grade of W must be entered for each course.

## III. Definitions

- 3.1 Students who completely drop all classes and leave campus for a term are considered total withdraws.

## IV. Policy Statements

- 4.1 **Total Withdrawal from All Classes for a Term/Summer College/Shorter Period**
  - 4.1.1 **First Ten Days of Term**

Students must complete a Total Withdraw form, securing all required signatures. The final signature on the form is the Registrar's. Withdraws are not listed on the official transcript prior to the eleventh day of the term; however a notation of “withdrawn” and the date the student initiated the process does appear on the transcript for the term the student withdrew from.
  - 4.1.2 There is a \$50 fee for totally withdrawing prior to the eleventh day of a term.
  - 4.2 **Eleventh Day to 60% Day of Term**

The last day to totally withdraw from all courses, whereby students earn a W on his/her transcript for each course, is the 60% calendar day of each term or Summer College session/shorter period classes.

    - 4.2.1 Students must complete a Total Withdraw form, securing all required signatures. ~~The final signature on the form is the Registrar's-~~
    - 4.2.2 All withdrawn courses are listed on the official transcript with a grade of W for each course and a notation of “withdrawn” and the date the student initiated the process.
    - 4.2.3 Withdrawal from all classes after this date requires a petition appeal to the Credits and ~~Student~~ Reinstatement Committee.
  - 4.3 **60% Day to End of Term**

Students seeking to withdraw from courses after the 60% calendar day of the term (through the petition process), must secure a signature from each faculty member for each course, as well as the department chair for each course, on the petition form.

    - 4.3.1 The petition form is then submitted to the Registrar's Office for consideration by the Credits and ~~Student~~ Reinstatement Committee. If the Committee approves the petition, W grades will be entered on the student's transcript for each course and notation of “withdrawn” and the date the student initiated the process. If the Committee denies the petition, the course will remain on the official transcript for faculty to assign the grade the student earned.
  - 4.4 Students who fail to complete the official withdrawal process will be considered enrolled and will be graded accordingly.
  - 4.5 Student may not totally withdraw from all courses in a term if any of the classes in the respective term, or Summer College *session* have been graded.
  - 4.6 Students who have totally withdrawn from all courses for a term, will not be allowed to register for any subsequent classes in the same term.
  - 4.7 Neither UW-Superior faculty nor staff will normally initiate the withdrawal of a student on the basis of non-attendance.
  - 4.8 **Incapacitated Student Total Withdrawal**

When a University official is made aware that a currently enrolled student has become incapacitated due to injury or illness and the Registrar receives written confirmation of such from a medical doctor, the Registrar may initiate a total withdrawal on the student's behalf.

**V. Policy Procedures**

5.1 see above

**VI. Compliance**

6.1 Approved by UAAC (3/29/11), Faculty Senate (4/19/11) and Chancellor Erlenbach (4/21/11)

6.2 No consequences

6.3 Faculty, Department Chairs are aware of this policy change.

**VII. Attachments**

7.1 no attachments