

**Western Michigan University
Faculty Senate
Memorandum of Action**

MOA – 26/06

**Revision of the Undergraduate Catalog and Addition to the Graduate Catalog
Extension of the Drop/Withdrawal Period**
(supersedes MOA-10/02)

RECOMMENDATION

The Undergraduate Studies Council and the Graduate Studies Council, recommends extending the current timeframe within a given semester or session during which a student may initiate a withdrawal from one or more courses without academic penalty.

RATIONALE/PURPOSE

To enhance student support, with the support of the Registrar's Office, it is proposed that the withdraw timeframe be extended to allow students additional time to determine whether to withdraw from a course without academic penalty. The revised deadlines would extend through the Monday of the 12th week for fall and spring semesters (currently the 10th week), and through Monday of the 6th week of summer I and II sessions (currently the 5th week). No tuition refund would be issued, and a "W" would continue to carry the same financial aid implications as a failing grade.

If approved, students may process withdrawals online through goWMU from the conclusion of the drop/add period through the revised deadlines. Hardship withdrawals would remain available after the semester or session concludes. This adjustment would provide students with additional time to assess academic performance, may positively influence retention by reducing academic dismissals, and could decrease the number of hardship withdrawal requests submitted to the University Ombuds office.

STAKEHOLDERS

WMU faculty, undergraduate and graduate students

HISTORY:

- a) Effective date of current version: spring 2026
- b) Date first adopted: spring 2011
- c) Revision history: N/A
- d) Proposed date of next review: fall 2030

CURRENT POLICY MODIFICATION (additions in bold and deletions with strikethrough):

Undergraduate Catalog
Academic Polices
Registration, Records, and Academic Regulations
Dropping Classes and Withdrawing from All Classes

Students may withdraw from one course, several courses, or all courses, without academic penalty from the day after the last day of the drop/add period for the semester or session, through the Monday of the **twelfth** ~~tenth~~ week (fall/spring semesters) and through the Monday of the **sixth** ~~fifth~~ week (summer I/II semesters). These withdrawals can be processed by the student online via goWMU. A non-punitive "W" will be recorded on the student's transcript for any classes the student withdraws from after the drop/add period. Students are encouraged to discuss with their instructor before withdrawing.

Student should also be aware that there may be financial aid implications following a withdrawal. A withdrawal from any course or courses which changes a student's status from full-time to part-time may have insurance or other implications.

Withdrawal from a course at any time after the end of the student-initiated withdrawal period is effectively a grade change. As such, it will be permitted only through the Grade Appeals Process, as described in the Students' Rights and Responsibilities section of this catalog. To change an assigned grade to "W," documented hardship "must" be determined to have existed by a GAPDAC Hardship Assessment Panel, as described in the section Students Rights and Responsibilities.

Except for documented and exceptional circumstances, hardship petitions will not be accepted more than one year after the end of the term or session for which the hardship was documented. All petitions filed after the one-year timeline must be granted an exception by the Office of the Provost prior to consideration by the Hardship Assessment Panel.

The student is strongly encouraged to consult with the University Ombuds before initiating a hardship-based withdrawal appeal.

After a semester or session has ended, a student wishing to withdraw from a course may file an appeal for a late withdrawal, as described in the Course Grade and Program Dismissal Appeals section, in the Student Rights and Responsibilities section of this catalog.

The Registrar's Office will record the drop or withdrawal if it has approvals as listed above.

POLICY CREATION (additions in bold and deletions with strikethrough):

Graduate Catalog

Academic Polices

Registration, Records, and Academic Regulations

Dropping Classes and Withdrawing from All Classes

Students may withdraw from one course, several courses, or all courses, without academic penalty from the day after the last day of the drop/add period for the semester or session, through the Monday of the twelfth week (fall/spring semesters) and through the Monday of the sixth week (summer I/II semesters). These withdrawals can be processed by the student online via goWMU. A non-punitive "W" will be recorded on the student's transcript for any classes the student withdraws from after the drop/add period. Students are encouraged to discuss with their instructor before withdrawing.

Student should also be aware that there may be financial aid implications following a withdrawal. A withdrawal from any course or courses which changes a student's status from full-time to part-time may have insurance or other implications.

Graduate assistantship tuition benefits only apply to completed courses. If a Graduate Assistant withdraws from a course, they are responsible for the tuition.

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