

DATE: May 16, 2008

TO: Deans, Directors, Department Heads, and Advisors

FROM: George Gehrels, Chair, Undergraduate Council (UGC)
Celeste F. Pardee, Curriculum Associate, Academic Affairs

RE: **Amendment to the Policy on Withdrawing from the University**

To help students distinguish between dropping a few courses and completely withdrawing from the University, the Withdrawal Policy has been amended. The need to differentiate the drop process from the withdrawal process was brought to the attention of the Undergraduate Council (UGC) in Spring 2007. The Registrar drafted a proposal to clarify which grades appear on the student's permanent record and when complete withdrawals are available. The proposal was approved by UGC in January 2008, Graduate Council in March, and Faculty Senate on 5/05/08. The amended policy is effective for all incoming and continuing undergraduate and graduate students in Fall 2008. It may be found in the policies section of the 2008-09 General Catalog at the following URL:

<http://catalog.arizona.edu/2008-09/policies/leavingu.htm#withdrawal>
<<http://catalog.arizona.edu/2008-09/policies/leavingu.htm>>

Amended Complete Withdrawal Policy:

A complete withdrawal from the University is defined as leaving the University by dropping all classes after having paid registration fees. This option only applies to the Fall and Spring (regular) Semesters. During the regular semester, students are allowed seven days to complete the withdrawal process after initiating the procedure in the Dean of Students Office; however, withdrawals cannot be initiated after the last day of classes of any semester and must be completed before the beginning of the final examination period. If a student withdraws from all classes before the end of the fourth week of the semester, all classes are deleted from the student's permanent record for the term. If a student withdraws from the University after the fourth week of classes and before the final exam period, the faculty member for each course may assign a grade of "WP" (withdrawal while passing) or "WF" (withdrawal while failing). Grades for a complete withdrawal appear on the permanent record but are not included in the student's grade average. Consult the Withdrawal from the University <<http://www.registrar.arizona.edu/schedule074/withdraw.htm>> section in the Schedule of Classes for detailed instructions, deadlines, and refund information.

Rationale for the Amendment:

To distinguish the process of dropping courses from that of withdrawing from the University, the word "complete" has been added to "withdrawal" in the title and within the Catalog text. To clarify when a complete withdrawal results in deletion of courses from the student's record versus a notation on the record, those time periods are clearly defined. Also added is the fact that a complete withdrawal isn't available in Summer/Winter Sessions or during other non-standard course terms.

Management of the Policy:

The Dean of Students oversees withdrawals from the University. As noted in the General Catalog, the timeline and instructions for students are posted in the current Schedule of Classes,

<http://www.registrar.arizona.edu/schedule084/withdraw.htm> .

If you have any questions about the Complete Withdrawal Policy, please contact the Dean of Students Office at 621-7057.