

# College of Liberal Arts and Sciences

## Course Withdrawal and Late Drop Procedures

Course withdrawals (dropping a course) fall into three categories:

- Withdrawals after the first week of the class and prior to the posted drop (“W”) deadline each semester
  - Students are able drop and add courses as needed prior to the start of the semester until Friday of the first week by 5:00 p.m. Parts of term courses will have different deadlines.
- Late Withdrawals after the posted “W” deadline each semester
- Complete Withdrawals from all classes for a specific semester

The steps to follow for each area are outlined below:

### 1. Withdrawals After the First Week and Prior to the Drop (“W”) Deadline

- A student may withdraw from a course or courses prior to the “W” deadline by either completing the transaction online via Banner or by contacting the Registrar’s Office ([regdept@gvsu.edu](mailto:regdept@gvsu.edu) or 616-331-3327).
- No further documentation is needed.
- [Students should take steps](#) to make sure they are fully informed of the impact of the course withdrawal
  - **Consult with the professor** prior to dropping the course to ensure that this course of action is appropriate.
  - **Discuss the situation with their assigned professional advisor** to determine the impact of the withdrawal on future semester schedules and time to degree.
  - **Consult with Financial Aid** to determine the impact the action will have on current semester and future semester tuition and financial aid awards, especially if this action will drop the student below full-time status.
  - **Discuss with Housing** if the student will no longer have full-time status and is living in campus housing.
- Refunds are available only for specific timeframes in the semester – please consult the [drop/add and refund schedule](#) for those deadlines.
- Students will receive a “W” on their transcript for each dropped course. This does not impact their semester or cumulative grade point.
- **Parts of Term Courses** will have different withdrawal deadlines – please contact the Registrar’s Office for further information.

### 2. Late Withdrawals After the Posted “W” Deadline – Late Drop Requests

- Students who do not withdraw/drop a class prior to the posted deadline must accept the grade they have earned in the class, depending on the instructor's judgment of their performance in the course.
- Requests for Late withdrawals (late drops) are reviewed and considered by the department offering the course and depend on extenuating or unusual circumstances. These circumstances are generally interpreted as conditions that will affect their academic performance that the student was unaware of **prior** to the withdrawal deadline.
- Late withdrawals are not approved solely due to poor academic performance.
- Approval of the late drop request is at the discretion of the unit reviewing the case. In some situations, units may recommend the student pursue a Complete Withdrawal (see #3) or an [Incomplete](#).
- For students with extenuating circumstances who wish to request an exception to the withdrawal deadline will need to follow these guidelines:
  1. **Begin the process** by having a discussion with the professor for the course to determine if this is the appropriate action.
  2. **Complete** the electronic [Registration/Drop/Add form](#) with all requested information in the top section. Be sure to list the specific course and section on the form.
  3. **Separate forms** should be used for each course.

4. **Draft a brief appeal/statement** explaining the extenuating circumstances in support of the late drop. This appeal should also include an explanation on why the request is coming after the posted deadline.
5. **Get Signatures:** Route the completed form and statement (electronically via email) for consideration of the request. Please follow these steps in the order listed:
  - The instructor of the course. It is recommended that students have a discussion with the professor before beginning the appeal process. Their support is required to continue this process.
  - If the professor approves the late drop, they must sign the form and forward it to the [unit head](#) for their consideration. (if the instructor does not approve the late drop, students can still take their appeal to the unit head for consideration).
  - If the unit head approves the late drop, they must sign the form and forward it to the Student Academic Success Center ([sasc@gvsu.edu](mailto:sasc@gvsu.edu)) for final consideration and decision.
  - **Please Note: The CLAS Deans Office does not review late drop requests.**
  - If the instructor or unit head denies the appeal, that is the final decision and the appeal will not be processed.
6. Appeals for late drops must be submitted to SASC prior to 5:00 pm on Friday prior to final exams or they will not be considered.
7. Students should continue attending classes until the decision is made.
8. **Notification** will come from SASC if denied or from the Registrar if approved.
9. **No refund** will be granted for withdrawals after the posted deadline.

### 3. Complete Withdrawal from All Classes

- Students withdrawing from **all classes** in a given semester must complete the electronic [Undergraduate Complete Withdrawal Form](#).
- The form collects the necessary information and will be routed to the Registrar's Office for processing.
- The deadline for complete withdrawals is 5:00 p.m. on Friday the week before final exam week for full semester courses – parts of term classes may have different deadlines. Consult with the Registrar's Office for additional information.
- Parts of Term courses in which grades have already been earned cannot be dropped via the Complete Withdrawal process.
- Complete Withdrawals should be considered only in truly extenuating circumstances. Students should take steps to make sure they are fully informed of the impact of the Complete Withdrawal:
  - **Consult with all professors** – in some situations, an [Incomplete grade](#) may be appropriate and allows the student more time to complete the requirements for the course.
  - **Consult with assigned professional advisor** to ensure that all options have been considered, and to determine the impact of the complete withdrawal on future semester schedules and time to graduation.
  - **Consult with Financial Aid** to determine the impact the Complete Withdrawal will have a future semester financial aid options and satisfactory academic progress.
- There are no refunds granted for Complete Withdrawals after the "W" deadline. If the student decides to pursue a refund, they should be directed to the [Tuition Refund Appeal Process](#).
- The student will receive grades of "W" in all courses. This does not impact their cumulative GPA.

Students who are interested in appealing grades that have already been earned, should follow the [Academic Grievance Process](#).

**Questions regarding these late withdrawal options should be directed to Dr. Colleen Lewis, Associate Dean for Student Support ([lewiscol@gvsu.edu](mailto:lewiscol@gvsu.edu)).**