

# Grades Given Upon Withdrawal From Courses- Undergraduates Only

BL-ACA-H32

## About This Policy

**Effective Date:**

12-01-1953

**Last Updated:**

04-29-2014

**Administering Office:**

Office of the Vice Provost for Undergraduate Education

## Scope

All undergraduate students on the Bloomington campus.

## Policy Statement

### Withdrawal During Drop and Add Period

The permanent record will not show withdrawals made during the period of Drop and Add. An exception to this rule occurs when a student withdraws from the University, in which case W's are automatically recorded by the Registrar. (Approved: UFC 10/15/74; Administrative Practice)

### Withdrawal During Automatic Withdrawal Period

A grade of W is given to the student who withdraws during the automatic withdrawal period of any semester or term. The grade is assigned on the date of withdrawal. (Administrative interpretation of action by Faculty Council 5/18/65)

### Withdrawal After Automatic Withdrawal Period

After the automatic withdrawal period a student may withdraw only with the permission of his or her dean. This approval is given only for urgent reasons relating to extended illness or equivalent distress. To qualify for the grade of W, a student must be passing the course on the date of withdrawal. If the student is failing, the grade recorded on the date of withdrawal will be F. (Approved: Faculty Council 5/18/65; UFC 2/8/77)

### Bloomington Campus Procedures on Withdrawal After Automatic Withdrawal Period

Withdrawals during the Drop and Add period (e.g., during the first week of classes during a regular semester) do not become a matter of permanent record and transcript. The grade of "W" (Withdrawn, passing) will be assigned automatically for drops of undergraduate courses taken for undergraduate credit as late as the Sunday after the ninth week of classes (or corresponding dates for eight-week classes). After this date, the student must obtain approval from the dean or director of the student's school in order to drop a class. To qualify for the grade of "W" after the deadline, a student must be passing the course(s) on the date of withdrawal. If the student is failing the course on the date of withdrawal, the instructor must assign the grade of "F." (See Schedule of Classes.) (Approved: BFC 01/19/10, 04/29/14)

### Absence During Last Weeks of a Semester

If a student is not in attendance during the last several weeks of a semester, the instructor may report a grade of I if there is reason to believe that the absence was beyond the student's control; otherwise, he or she shall record a grade of F. Failure to complete a course without an authorized withdrawal will result in the grade of F. (Approved: Faculty Council 12/1/53)

### **Extending the Auto-W Deadline during COVID**

1. The IU Bloomington Campus shall extend the auto-W deadline for withdrawal from individual courses to the last day that classes are taught each term (this excludes final exam week) for the duration by the COVID-19 pandemic. Upon the declaration of the Provost that the COVID-19 pandemic has ended, students shall have until the end of the current semester to make use of this policy.
  - a. Students will meet with a student advocate, an advisor or an OIS staff member to initiate such requests. The consultation will ensure that students are aware of the implications of the late WAS with regard to TTD, prerequisites/sequencing, SAP, scholarship eligibility, visa eligibility and that special populations (international students, student athletes, etc.) consult with appropriate offices before initiating the drop.
2. Students shall be informed of this policy electronically once a semester for the duration of the COVID-19 pandemic.
3. Consistent with existing policy, students are not eligible to receive a W grade in any course in which the sanction for academic misconduct is an F in the course.
4. The Extended Auto-W Deadline is effective starting the first day of classes of the Fall 2020 semester.

### **Reason for the Policy**

#### **Rationale for Extending the Auto-W Deadline during COVID**

Based on the experiences of students enrolled at IU Bloomington during Spring 2020, Summer 2020, and Fall 2020, this request was forwarded to the Educational Policies Committee of the Bloomington Faculty Council. There is a strong need for this policy to help alleviate, where needed, the special and extraordinary challenges brought about by the COVID-19 Pandemic to the student experience.

### **Procedures**

The Registrar will work with campus leadership, such as the Vice Provost for Undergraduate Education to implement this policy.

### **History**

The Faculty Council Office will keep a record of previous versions of the policy in this section.