UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-4

COURSE WITHDRAWAL

1. General Information

1.1. Scope: Academic policy regarding students dropping courses, high demand courses, and withdrawing from the institution.

1.2. Authority: W. Va. Code §18B-1-6

1.3. Passage Date: March 10, 2026

1.4. Effective Date: March 10, 2026

1.5. Controlling over: Marshall University

1.6. History: SR 90-91(144)296(ASCR), SR 92-93(127)273(ASCR), SR 96-97(4)70R(BAPC), SR 96-97(17)82(BAPC/SCWC), SR 96-97(53)119B(BAPC); Revised: 2/20/2020 and 6/25/2020; Revised and approved by BOG 6/16/2022.

2. Policy

2.1. Scope

2.1.1. This policy covers undergraduate and graduate students in all programs other than the M.D. Doctor of Medicine program. Students in the M.D. program should consult the most recent edition of the Joan C. Edwards School of Medicine *Academic Bulletin* for withdrawal policies and procedures.

2.2. Dropping of Courses

2.2.1. A student who wishes to withdraw from an individual course after the schedule adjustment period must present the request to the Registrar's Office via an electronic submission as outlined in the Marshall University *Undergraduate Catalog* or *Graduate Catalog*.

2.3. High Demand Course Withdrawal Policy

2.3.1. Any student who withdraws during the "W" period from a course identified as a "high demand" course shall not be allowed to pre-register for the course for the following Fall or Spring semester during advance registration. Updated listings of high demand courses are available from the Office of the Registrar.

Students who drop a high demand course and have questions should contact their academic advisor.

2.4. Total Withdrawal from the University

2.4.1. Total Withdrawal from the University is defined as dropping all courses for which a student is registered. A student who wishes to totally withdraw from the university must first secure the signature of a Total Withdrawal Counselor and then present the request to the Registrar's Office in person, by email, or by mail. If the request is made in person, a drop form bearing the signature of a Total Withdrawal Counselor must be submitted to the Registrar's Office. Requests by email must be sent from the student's MU email account. For mailed requests, the postmark will be the official date of withdrawal. In cases where the student is unable to secure the physical signature of a Total Withdrawal Counselor, permission may be obtained via email.

2.5. Deadline for Dropping an Individual Course or Totally Withdrawing from the University

2.5.1. The final date for dropping an individual course is 5 instructional days prior to the last day of the course as defined in the Academic Calendar for each term. A grade of "W" will be reported for courses dropped within this deadline.

2.5.2. The final date for a total withdrawal from the university is the last day of classes as defined in the Academic Calendar for each term. A grade of "W" will be recorded for each course dropped during a total withdrawal requested within this deadline.

2.5.3. Exact "W" dates are identified in the Academic Calendar.

2.5.4. A "W" grade (withdrew) will have no bearing on the student's grade point average but may affect a student's Satisfactory Academic Progress (SAP) for purposes of financial aid.

2.5.5. Students who drop courses without approval, or who do not follow regulations provided in the preceding paragraphs, receive a grade of "F" at the end of the term.

2.5.6. Students who are enrolled in a course scheduled for a partial term and totally withdraw from the University after the last day of the partial term will still earn a grade other than "W" for the course.

2.6. Military Service

2.6.1. Men and women called to active duty in the armed services of the United States are granted full refund of fees, but no credit, if the call comes before the end of the first three-fourths of the semester or term; and full credit, but no refund of fees, is granted if the call comes thereafter. Credit, as described above, will be granted only in those courses in which the student is maintaining a passing mark at the time of departure to military service. The term "called to active duty" is herein defined as being called to active duty as the result of the federal activation of the armed forces, a total reserve component, a National Guard unit, or any portion thereof which involves a particular student or an individual who is a bona fide member of the armed forces, a reserve component or a National Guard unit. The final grades, both passing and failing, for three fourths of a term or more are to be shown on the student's official transcript. Students with short-term military obligations should first consult UPAA-2 (Class Attendance) to determine whether that policy applies; if the duration of military leave necessitates withdrawal, then the provisions of this section govern.

2.6.2. NOTE: It is extremely important to direct students with questions regarding military activation to the Registrar's Office, which certifies students for educational benefits. The Registrar's Office is required to notify the Veteran's Administration when students receiving educational benefits are activated for military service.

2.7. International students

2.7.1. Before dropping any course that may reduce enrollment below full-time, international students must obtain prior RCL (Reduced Course Load) authorization and written clearance from the International Student Services Office. Unauthorized drops can result in SEVIS termination. Students are solely responsible for maintaining lawful status and any consequences arising from drops/withdrawals.

2.8. Health Related or Emergency Withdrawal

2.8.1. In cases when students withdraw from the university for health-related reasons, their request for total withdrawal must be supported by certification from a certified health care provider. In order to be readmitted after this total withdrawal, the student must provide a letter and supporting documentation from the attending physician indicating that the student is able to return. Confidentiality will be maintained at all times except on a need-to-know basis.

2.8.2. In cases when students withdraw from the university for emergency reasons, their request for total withdrawal must be supported by appropriate documentation related to a catastrophic situation. In order to be readmitted after this total withdrawal, the student must provide supporting documentation indicating that the student is able to return. Confidentiality will be maintained at all times except on a need-to-know basis.

2.8.3. Requests for medical or emergency total withdrawals from the university or from an individual course will be handled on a case-by-case basis through the Assistant Dean of Wellness, Division of Student Affairs. Students who receive a medical or emergency total withdrawal shall receive a grade of "W."

2.9. Backdated Withdrawal Procedures

2.9.1. Generally, the date of a withdrawal from a course is the date on which the student presented the request to the registrar. In rare instances, when it is deemed it would not be possible for the student to make this request in a timely fashion, a backdated withdrawal from a course (or courses) may be granted.

2.9.2. For undergraduate and graduate students, the academic college deans and the Student Affairs Assistant Dean of Wellness (in consultation with the academic college dean) have the authority to request a backdated withdrawal. Before determining the date of withdrawal, the dean will consult with the Financial Aid Office. If a student has received a loan or other financial aid (federal, state, or institutional) predicated upon full or part-time enrollment, the student may have to repay the university before the course withdrawal can be backdated.

2.9.3. Backdated withdrawals in previous terms are granted only in exceptional circumstances and require approval of the University Registrar.

Approved by:

Brad Smith, President

Date:

March 10, 2026