

Undergraduate Bulletin Withdrawal Policy

Effective Fall 2017



UNIVERSITY OF
SOUTH CAROLINA

Previous Policy Key Points

- Withdrawal after “WF” deadline
- Process housed in each specific college
 - Process varied across colleges
 - partial withdrawal
 - additional petitions student must complete
- Request for Assignment of W Grade for Extenuating Circumstances (AS-122A) Form
 - Requires professor signatures



Previous Policy Disadvantages

- Current coordination of the process requires sign off from multiple individuals
- Burden on student and college to gather professor's signatures
- Lack of equitable processing of hardship withdrawal
- Title IX Considerations
 - Mandated reporters
- Verification and standardization of documentation
- FERPA and HIPAA



New Policy Key Changes

- Definition and Clarification
 - Free Drop/Add Period
 - Course Withdrawal Period
 - Course Withdraw Fail Period
 - Hardship Withdrawal (previously Withdrawal for Extenuating Circumstances)



New Policy Key Changes

- Hardship Withdrawal
 - No change prior to “WF” deadline
 - After “WF” deadline until the last day of classes for that semester
 - Process is housed in the Office of the Dean of Students
 - Student Petitions
 - Reviewed by the Office of Dean of Students
 - Approved petitions send to Office of the Registrar



New Policy Key Changes

- Hardship Withdrawal cont.
 - After the last day of classes for the semester
 - Hardship Withdrawal Committee (process subject to change)
 - Meets twice during major semesters and once during the summer
 - Representation from departments and colleges across campus
 - i. Must include faculty/college representation
 - Approved petitions will be send to the Office of the Registrar



New Policy Key Changes

- Hardship Withdrawal cont.
 - Title IX Obligations
- Course Drop and Withdrawal Chart



Roles (tentative)

- Dean of Students
- Ombudsman
- Withdrawal Coordinator



REPORT: COMMITTEE ON SCHOLASTIC STANDARDS AND PETITIONS

(For consideration by the Faculty Senate at the meeting on December 7, 2016)

Proposed Changes to the Undergraduate Bulletin: Hardship Withdrawal

Recommended by the Associate and Assistant Deans' Council, September 8, 2016

Rationale for Proposed Changes:

It is becoming common practice in higher education for hardship withdrawal petitions to be directed to a single contact point. These changes should improve the student experience during a difficult process, as well as ensure consistency in decision-making and Title IX reporting across all schools/colleges on campus.

Undergraduate Bulletin

<http://bulletin.sc.edu/content.php?catoid=52&navoid=1280#Course and Academic Credit Policies>

CURRENT	PROPOSED
<p>Dropping a Course</p> <p>An undergraduate student may drop a course via Self Service Carolina. Courses from which the student withdraws by the last day to change a course schedule or drop without a grade of W will not be recorded on a student's permanent record. Thereafter, during the first seven weeks of a semester, the grade of W will be recorded on a student's transcript, but the semester hours will not enter into the computation of grade point average. In summer sessions and other shortened sessions this period will be 50 percent of the total number of class hours instead of seven weeks. (See the University's academic and refund calendars on the registrar's Web site.) Removal of a W grade is not permitted except in cases of documented administrative error. Students dropping a course or withdrawing from the University after the first seven weeks of a semester will normally receive a grade of WF. A WF is treated as an F in the evaluation of suspension conditions and in computing the student's grade point average.</p>	<p>DROPPING COURSES AND WITHDRAWAL</p> <p>Free Drop/Add Period: During the Free Drop/Add period, undergraduate students have the ability to add and remove courses from their schedule through Self Service Carolina. For each course, the Free Drop/Add period begins during the official first day of the course and extends to a minimum of 6% of the Part of Term* in which the course is scheduled. Courses removed during the Free Drop/Add period will not be recorded on a student's transcript. Details regarding Free Drop/Add dates can be found on the Self Service Carolina log-in page under the "Academics" sections. https://my.sc.edu/codes/</p> <p>Students are prevented from dropping or adding courses during the Free Drop/Add Period if they have an active registration hold on their record.</p>

~~Students who stop attending classes without officially withdrawing will have the grade of “FN” recorded for all courses. This grade is included in all calculations and totals. Withdrawal from courses after the last day of classes is not permitted.~~

~~Exceptions to the assignment of a grade of WF are possible for verifiable, documented reasons. If a student must either drop a course or withdraw from the University for medical reasons; because of a learning disability, as verified by the University’s Office of Student Disability Services; or for another acceptable major cause after the penalty date (last day to receive a W), the grade of W may still be assigned. A Request for Assignment of W Grade for Extenuating Circumstances After Penalty Date form (AS 122A) must originate with the student’s academic dean and must be approved by the course instructor(s) and returned to the Office of the University Registrar by the dean.~~

~~Withdrawal from the University~~

~~All full or part-time students wishing to withdraw from the University or to discontinue enrollment from all courses for the semester should do so by dropping all courses via Self Service Carolina. Staff members in the University Advising Center are available to discuss with students the withdrawal process. Students requesting withdrawal for extenuating circumstances after the penalty date (last date for W grade) should see their College Dean.~~

~~Withdrawal from courses after the last day of classes is not permitted. Students absent from any final exams will be given a grade of F for the course if they have not provided an excuse acceptable to the instructor. If excused, they will be given a grade of I and may complete the course through deferred examination.~~

**Part of Term: Each course is associated with a specific part of the term for the semester or a specific date range in which the course is held. For example, Part of Term can refer to Full Term courses that run the full major semester (fall or spring) or Half Term courses that run only half of a major semester. Each Part of Term has specific drop/add, withdrawal, and withdrawal fail dates. Details regarding Part of Term dates can be found on the Self Service Carolina log-in page under the “Academics” sections.*

Course Withdrawal Period: During the Withdrawal Period, undergraduate students have the ability to withdraw from a course with no grade penalty through Self Service Carolina. For each course, the Withdrawal Period begins after the Free Drop/Add Period and extends to a minimum of 50% of the Part of Term* in which the course is scheduled. Courses from which a student withdraws during this period are recorded on a student’s transcript as a **W**; however, the semester hours will not be calculated in the computation of grade point average, count towards earned hours, or count towards graded hours. Courses that have a recorded grade of **W** will count towards attempted hours. Details regarding course Withdrawal dates can be found on the Self Service Carolina log-in page under the “Academics” sections. <https://my.sc.edu/codes/>

Students are prevented from withdrawing from courses during the Withdrawal Period if they have an active registration hold on their record.

Course Withdrawal Fail Period: During the Withdrawal Fail Period, undergraduate students have the ability to withdraw from a course with a penalty grade through Self Service Carolina. For each course, the Withdrawal Fail Period begins after the Withdrawal Period and extends up to 100% of the Part of Term* in which the course is scheduled. Courses from which a student withdraws with a grade of **WF** during this period are treated as an **F** in the evaluation of

The date of withdrawal from the University will be posted on student transcripts.

Any student withdrawing within the scheduled refund period (see academic and refund calendars on the registrar's Web site) can expect to receive a refund through the mail in approximately four to six weeks (see "Refund Procedures"). If at the time of withdrawal the student has any financial obligations to the University, these will be deducted from any refund due. When students who are recipients of federal financial aid withdraw from all classes, they are entitled to retain only a percentage of the federal financial aid received that is proportional to the time they remained enrolled. If, for example, students withdraw after completing 30 percent of the semester or summer term, they can retain only 30 percent of the federal financial aid they received. The balance, 70 percent, must be returned to the financial aid programs. The Office of the Bursar performs this calculation, and students are notified by mail of the outcome. The same percentage applies to the amount of federal financial aid that the school may retain toward accrued charges. Additional information regarding the University's Withdrawal Refund Appeals procedures can be found in the Fees and Refunds section of the bulletin.

Students who have received long-term loans through the University (Perkins, nursing, and health professions) must contact the Student Loan Accounting Office for an exit interview. Failure to participate in this exit interview may result in a hold being placed on transcripts.

Students who have received a Stafford, PLUS, or Supplemental Student Loan while enrolled at the University must attend an exit loan counseling session. Students are notified by mail to complete this requirement using the Web.

academic standing, computation of grade point average, and graded hours. Details regarding course Withdrawal Fail dates can be found on the Self Service Carolina log-in page under the "Academics" sections. <https://my.sc.edu/codes/>

Students are prevented from withdrawing from courses during the Withdrawal Fail Period if they have an active registration hold on their record.

Hardship Withdrawal

During and after the Withdrawal Fail Period, it may be necessary for a student to withdraw from all courses for the semester due to a significant personal hardship (e.g., medical or family emergency, prolonged illness, other medical or traumatic event). In these situations, students are able to petition for a Hardship Withdrawal from courses through the Office of the Dean of Students or the Hardship Withdrawal Committee. Each Palmetto College Campus has an equivalent hardship withdrawal process for managing petitions from students enrolled on their campus.

Hardship Withdrawal petitions, including verified documentation of hardship, submitted during the Withdrawal Fail Period until the last day of courses for the semester will be reviewed by the Office of the Dean of Students. Approved petitions will be submitted to the Office of the Registrar for grade assignments of **W** for all courses that semester on the student's transcript.

The Office of the Dean of Students will notify the student's instructors and their home college of the withdrawal.

Hardship Withdrawal petitions, including verified documentation of hardship, submitted after the last day of courses for the semester will be reviewed by the Hardship Withdrawal Committee that must include faculty and college/school representation. Approved petitions

Students in the National Guard or armed forces reserves who are placed on active duty by order of the president of the United States or the governor of their state should pursue withdrawal from courses according to the provisions of the University's policy titled "Withdrawal of Students Called to Active Military Service" (ACAF 3.05). Active duty military personnel who are reassigned during an academic term may also invoke the provisions of this policy.

will be submitted to the Office of the Registrar for grade assignments of **W** for all courses that semester on the student's transcript.

Prior to a Hardship Withdrawal decision being made, all documentation is subject to verification by the Office of the Dean of Students and/or the Hardship Withdrawal Committee, including but not limited to class attendance, class participation, or supporting documentation. If false documentation or misrepresented information is submitted, students will be referred for alleged violation of the USC Honor Code and the Hardship Withdrawal request will be denied.

A Hardship Withdrawal to selectively withdraw from some courses, while remaining enrolled in other courses, will be permitted only under exceptional circumstances and must be approved by the Office of the Dean of Students in consultation with appropriate colleges/schools. The Office of the Dean of Students will submit a report of selective withdrawal decisions for verification to the Hardship Withdrawal Committee at the end of each semester.

Information regarding the University's Withdrawal Refund Appeals procedures can be found in the Fees and Refunds section of the bulletin.

Title IX Obligations

Information contained in Hardship Withdrawal petitions is private and not shared with instructors, departments, or colleges/schools outside of the Hardship Withdrawal Committee. However, in accordance with the provisions of Title IX of the Education Amendments Act of 1972 and University policy, if sexual misconduct information is included in a student's petition, the Office of the Dean of Students and/or the Hardship Withdrawal Committee is obligated to report the matter to USC's Title IX coordinator.

	<p>Withdrawing via Self-Service Carolina: Students can withdraw for the semester by withdrawing from all courses on Self Service Carolina. Students are encouraged to consider the Hardship Withdrawal Process if they are withdrawing during the Withdrawal Fail Period.</p> <p><i>Active Duty Military Withdrawal</i> Students in the National Guard or armed forces reserves who are placed on active duty by order of the president of the United States or the governor of their state should pursue withdrawal from courses according to the provisions of the University’s policy titled “Withdrawal of Students Called to Active Military Service” (ACAF 3.05). Active duty military personnel who are reassigned during an academic term may also invoke the provisions of this policy. http://www.sc.edu/policies/ppm/acaf305.pdf</p>
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Course Drop and Withdrawal Chart

Name	Minimum Percentage of Class Time (Specific dates for each Part of Term may be found on the Office of the Registrar website)	Grade	Considerations
Free Drop/Add Period	0-6% of classes	No Grade	Financial Aid Enrollment status Housing
Withdrawal Period	7-50% of classes	W grade will be recorded on transcript W grade is not calculated in GPA	Financial Aid Progression towards degree Satisfactory Academic Progress
Withdrawal Fail Period	51%-100% of classes	WF grade will be recorded on transcript WF grade is calculated as an F in GPA	Financial Aid Progression towards degree Academic Standing

Hardship Withdrawal Period	51-100% of classes	W grades will be recorded for all courses for approved petitions Petitions are subject to review by the Office of the Dean of Students	Financial Aid Refund Appeals Process
	After 100% of classes	W grades will be recorded for all courses for approved petitions Petitions are subject to review by the Hardship Withdrawal Committee	