- **BL-ACA-H32 was repealed on April 8, 2025. Please see BL-ACA-H30 for the current policy.**

Grades Given Upon Withdrawal From Courses-Undergraduates Only

BL-ACA-H32

About This Policy

Effective Dates:
12-01-1953

Last Updated:
04-04-2023

Responsible University 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 The grade of “W” (Withdrawn, passing) will be assigned automatically for drops of undergraduate courses taken for undergraduate credit as late as the Sunday after the ninth week of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)

Procedure

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

History

Previous Versions:

04/29/2014 - 11/03/2020

11/03/2020 - 04/04/2023

Related Information

ACA-69: Grades Given Upon Withdrawal From Courses