

To: Steering Committee, UNCW Faculty Senate
From: Nathaniel Grove, Chair, Academic Standards Committee
Date: November 25, 2013
Re: Motion Course Withdrawal Limit

Whereas, UNC General Administration has requested that all campuses comply with the following policy:

UNC Policy 400.1.5 [R]

IIC2a. After the initial Course Adjustment Period, campuses may develop policies that allow students to withdraw from one or more courses without meeting the standards for withdrawals for extenuating circumstances. These policies must specify up to four courses or up to 16 semester credit hours as the maximum number of such withdrawals permitted over the course of a student's degree or degrees.

The Academic Standards Committee, therefore, offers the following revisions to be made to the Undergraduate Catalogue in order to bring UNCW into compliance with UNC Policy 400.1.5 [R]:

Grades and Reports

Unless modified in accordance with established procedures, each grade assigned by faculty (including a grade in a course that has been repeated), or a grade of "W" or "WE", is permanent and cannot be removed from a student's official record or transcript.

The University of North Carolina Wilmington uses the grade point system and semester hour credit for calculating student achievement. Plus (+) or minus (-) grades may be awarded at the discretion of the faculty. Grade symbols used are the following:

Grade	Grade Points*	
A	4.00	Excellent
A-	3.67	
B+	3.33	Good
B	3.00	
B-	2.67	
C+	2.33	Average
C	2.00	
C-	1.67	
D+	1.33	Passing
D	1.00	
D-	0.67	
F	0.00	Failure
I	0.00	Incomplete
IP	0.00	In Progress (Multi-Term Courses and Projects)
W	0.00	Withdrawn
<u>WE</u>	<u>0.00</u>	<u>Withdrawn for Approved Extenuating Circumstances</u>
WF	0.00	Failure/Late Withdrawal
NR	0.00	Not Reported by Faculty
Z	0.00	Under Appeal
P	0.00	Satisfactory Work

*Earned grade points equal quality points

The grade point average (GPA) is determined by dividing the accumulated number of grade points (quality points) earned at UNCW by the accumulated number of attempted hours earned at UNCW. Hours for which grades of "F" or "WF" have been assigned are included in the calculation of the GPA. Grades of "I," "IP," "W," "WE," "NR," "Z" and "P" are not included in the calculation of the GPA.

At the discretion of the instructor and in compliance with policies governing appropriate conditions for assigning a grade of Incomplete, a student may be given a grade of Incomplete when the work in the course has not been completed for reasons beyond the control of the student. All incomplete grades must be removed according to a deadline established by the instructor, but no later than the end of the next regular semester - otherwise the "I" becomes "F" and cannot be changed. A student must not register for the class when attempting to remove a grade of Incomplete. No student will be allowed to graduate with an Incomplete grade on his/her academic record. Such grades that have not been resolved at the time of graduation will be converted to an "F." If a student meets graduation requirements, despite the "F," the appropriate degree will be awarded.

An "IP" is assigned to departmental honors projects (499) in semesters other than their final one. Upon successful completion of the entire project, "IP" grades from previous semesters are converted to letter grades, and grade points are retroactively awarded.

Grades of "P" and "F" can be assigned to internships designated by a 498 number as described in the section on Internships. The credit hours earned with a "P" will count towards the number of hours required to graduate, but will be excluded from the computation of the GPA. Grades of "F" will be included in the computation of the GPA.

Term grades may be accessed via SeaNet.

Withdrawal Policy for Undergraduate Students

(effective fall 2014, applicable to all students)

A student may drop any or all courses without ~~financial or~~ academic penalty through the end of the first week of the semester. Inclusive of the second through the seventh week of the semester, any student who withdraws from the university or from individual courses will receive a grade of "W" for the first 16 credit hours of course withdrawal. A grade of "W" will not affect the student's grade point average. Beginning with the eighth week of the semester, a grade of "WF" will be assigned for each course withdrawal and will count as GPA hours; ~~this failing grade may be changed to "W" should extenuating circumstances warrant~~. If a student is suspended after the deadline for withdrawal with a "W," each instructor shall assign a grade of "WF" or "W" based upon the student's academic performance prior to the suspension. Excluding course withdrawals due to extenuating circumstances, which will be denoted on the transcript by a grade of "WE", students are limited to a maximum of 16 hours of full course withdrawals. Partial withdrawals will not be allowed. Any withdrawals beyond the initial 16 credit hours will be automatically recorded as "WF" regardless of the student's performance in the course, at the time of the withdrawal.

A student may withdraw from an individual class or classes through the seventh week of classes, via SeaNet or by reporting to the Office of the Registrar before or on the last day for withdrawal, as indicated in the university calendar. Students attending summer sessions need to be cognizant that the withdrawal period in summer may be only one or two days. Therefore, summer school students should carefully note the last day to withdraw from classes as found in the summer school university calendar at www.uncw.edu/reg.

To withdraw from all classes and the university at any other time during the semester, the student must submit a complete term withdrawal form via mySeaport. No withdrawals ("W", "WE," or "WF")

shall be processed during the final exam period. Refer to the [Expenses](#) section of this catalogue for information on the [fall and spring](#) refund policy for complete withdrawal. ~~or individual class withdrawal.~~

Should extenuating circumstances warrant, [the grade of "W" or "WF" assigned for course withdrawals prior to the withdrawal deadline, or](#) the grade of "WF" assigned for course withdrawals after the withdrawal deadline may be changed to a ["W." "WE."](#) Documented extenuating circumstances may include: death of an immediate family member; traumatic and unforeseen circumstances which are considered beyond a student's control; [serious](#) emotional instability, physical injury or illness which has resulted in the student's inability to complete academic responsibilities, [in a given term. Students should note that poor standing in a course does not constitute an extenuating circumstance, in and of itself.](#)

It is the student's responsibility to initiate an appeal for ~~this change a WE grade~~ by submitting a written request and supporting [written](#) documentation. ~~In the case of late withdrawal,~~ The student must initiate the appeal ~~in the office of the~~ [with the associate](#) dean who oversees the student's major ~~or University College director, as appropriate.~~ The [respective associate](#) dean ~~or University College director~~ may approve or deny this request for a ["W." "WE."](#) In cases where the request is denied ~~by the dean,~~ the student may submit, *within ten regular class days of the [dated dean's](#) decision*, a written request for consideration with supporting documentation to the Committee on Withdrawal Appeals. *Grounds for appeals are limited to substantive new evidence or material procedural irregularity.* All decisions made by the Committee on Withdrawal Appeals are final. The written request with supporting documentation must be made [as soon as possible after circumstances requiring the withdrawal. At the latest,](#) by the last day of classes in the semester following the one for which the withdrawal is requested. A grade of ["W" or "WF"](#) that is not appealed successfully remains a permanent part of the student's academic record.

Students should refer to the [Scholarships and Financial Aid \(OSFA\)](#) section related to Policy on Return of Title IV Funds for information about how [dropping or](#) withdrawing impacts financial aid eligibility.