



ACADEMIC AFFAIRS POLICY

NUMBER/TITLE: AA-123.3, COURSE WITHDRAWAL

Covered Individuals: All Students

Covered Locations: All Locations

Effective Date: August 26, 2024

Strategic Plan: SP1.1.a

HLC: Criterion 2.E

Consultations: CAO, Director, MVA, Registrar, Faculty (Academic Affairs Committee), Executive Director of FS

POLICY STATEMENT

A student may withdraw or be administratively withdrawn from a course prior to the close of the withdrawal period without academic penalty.

PURPOSE

To define the withdrawal policy, timelines, and procedures so students can make an informed decision based on the definitions and consequences (tuition charges, financial aid, satisfactory academic progress).

DEFINITIONS

Administrative Course Withdrawal (AW): University administration may initiate the removal of a student from an active course according to policies established by the university. A grade of AW is recorded on the transcript and has no effect on a student's grade point average. Administrative Withdrawal credits are considered attempted but not earned for the calculation of percent completion when assessing satisfactory academic progress. Students who administratively withdraw from a course are responsible for tuition and fees based on the Tuition Refund Policy.

Course Withdrawal (W): A course withdrawal occurs when a student initiates removal from an active course after the drop period has closed but prior to the close of the withdrawal period. A course withdrawal has no effect on a student's grade point average. Withdrawn credits are considered attempted but not earned for the calculation of percent completion when assessing satisfactory academic progress. Students who withdraw from a course are responsible for tuition and fees based on the Tuition Refund Policy.

Term: Course enrollment period as defined by the course schedule and can refer to session or semester.

Withdrawal Period: Period of time from the start of a term to the published last date of withdrawal for the course enrollment period.

POLICY IMPLEMENTATION

Course Withdrawal – Student Initiated – “W” grade

Students who wish to withdraw from an active course must complete a course withdrawal form prior to the published last date to withdraw. Informing the instructor of the course is not sufficient. A grade of “W” will be recorded on the transcript for student-initiated withdrawals. The last date to withdraw is based on the length of the enrollment period as follows:

- 8-Week Enrollment Period (Sessions 1-5): last day of the fifth week of the session.
- 6 or 7 -Week Enrollment Period: last day of the fourth week of the session.
- 14-Week Enrollment Period: Wednesday of the ninth week of the semester.

- 16-Week Enrollment Period (Fall and Spring Semester Long): last day of the tenth week of the semester.
- Self-Paced 6-Month Enrollment Period: last day of the enrollment period.
- Other Enrollment Periods: Contact the Registrar's Office.

A student who is called to active duty or deployed as a result of military orders may elect to take withdraw ("W") from the course with the student's transcript annotated by the Registrar that the student was called to active duty or deployment under military orders. For additional information regarding Active Duty, Deployment, and Readmission, please see AA-110, Deployment/Readmission Policy.

Course Withdrawal – Administrative Withdrawal – "AW" grade

University administration, including instructors, have the ability to withdraw a student from a course due to lack of attendance or non-participation in academically related activities until the close of the withdrawal period.

Fayette Campus Courses: A student will be administratively withdrawn from a Fayette Campus course when a student's consecutive absences exceed by one the number of class meetings per week or on the third consecutive absence in the case of classes that meet once each week.

Center 8-Week Enrollment Period (Sessions 1-5): During weeks one through six of an eight-week session, students who have not attended an on-site class or posted in uiuLearn (attended by discussion post, reply to a post, quiz completion, or assignment submission) for 14 consecutive days will be administratively withdrawn from the course. Students who post in week 5 or after will not be administratively withdrawn.

Center 6-Week Enrollment Period (Session 6): During weeks one through five of a six-week session, students who have not attended an on-site class or posted in uiuLearn (attended by discussion post, reply to a post, quiz completion, or assignment submission) for 14 consecutive days will be administratively withdrawn from the course. Students who post in week 4 or after will not be administratively withdrawn.

Center 14-Week Enrollment Period (Summer Semester Long): During weeks one through ten of a fourteen-week semester, students who have not attended an on-site class or posted in uiuLearn (attended by discussion post, reply to a post, quiz completion, or assignment submission) for 14 consecutive days will be administratively withdrawn from the course. Students who post in week 9 or after will not be administratively withdrawn.

Center 16-Week Enrollment Period (Fall and Spring Semester Long): During weeks one through eleven of a sixteen-week semester, students who have not attended an on-site class or posted in uiuLearn (attended by discussion post, reply to a post, quiz completion, or assignment submission) for 14 consecutive days will be administratively withdrawn from the course. Students who post in week 10 or after will not be administratively withdrawn.

Online 8-Week Enrollment Period (Sessions 1-5): During weeks one through six of an eight-week session, students who have not yet posted (attended by discussion post, reply to a post, quiz completion, or assignment submission) for 14 consecutive days will be administratively withdrawn from the course. Students who post in week 5 or after will not be administratively withdrawn.

Online 6 or 7 -Week Enrollment Period: During weeks one through five of a six-week session, students who have not yet posted (attended by discussion post, reply to a post, quiz completion, or assignment submission) for 14 consecutive days will be administratively withdrawn from the course. Students who post in week 4 or after will not be administratively withdrawn.

Online 14-Week Enrollment Period: During weeks one through ten of a fourteen-week semester, students who have not yet posted (attended by discussion post, reply to a post, quiz completion, or assignment submission) for 14 consecutive days will be administratively withdrawn from the course. Students who post in week 9 or after will not be administratively withdrawn.

Online 16-Week Enrollment Period (Fall and Spring Semester Long): During weeks one through eleven of a sixteen-week semester, students who have not yet posted (attended by discussion post, reply to a post, quiz completion, or assignment submission) for 14 consecutive days will be administratively withdrawn from the course. Students who post in week 10 or after will not be administratively withdrawn.

uiuFlex Semester 14-Week Enrollment Period (Summer Semester Long): During weeks one through ten of a fourteen-week semester, students who have not yet submitted a quiz completion or an assignment submission for 14 consecutive days will be administratively withdrawn from the course. Students who post in week 9 or after will not be administratively withdrawn.

uiuFlex Semester 16-Week Enrollment Period (Fall and Spring Semester Long): During weeks one through eleven of a sixteen-week semester, students who have not yet submitted a quiz completion or an assignment submission for 14 consecutive days will be administratively withdrawn from the course. Students who post in week 9 or after will not be administratively withdrawn.

Self-Paced 6-Month Enrollment Period: At least one complete assignment/unit must be received and verified by the instructor within the first 60 days of the enrollment period.

Other Enrollment Periods: Contact the Registrar's Office.

CUSTODIAN

Chief Academic Officer (CAO)

RELATED DOCUMENTS, FORMS, AND POLICIES

AA-110.2, Deployment/Readmission Policy

AA-124.2, Course Non-Attendance Policy

HISTORY

New/Revision Number	Date of Action/Approval	Revision Change
AA-123.3	November 5, 2025 (by PC)	Included guidance for 7-week and 14-week online courses.
AA-123.2	May 30, 2024 (by PC)	Language included of uiuFlex Semester Learning Experience, corrected semester-long.
AA-123	May 17, 2023	New Policy; approved at PC.