DROP, WITHDRAWAL, AND REPEAT POLICY FOR COURSES

No: SAAP 1-8

Authority: UWM Faculty Documents 1558, 1602, and 2949

Initiator: Provost

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Responsible Party: Provost

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**Drop Policy**

Unless a shorter deadline has been established by an individual department and is stated in the Schedule of Classes, students may drop courses with the written approval of either instructor or department through the end of the eighth week of classes. Students attempting to drop courses after the eighth week of classes may do so only for reasons of extraordinary circumstances not related to academic performance in the course. In order to do this, they must first obtain written approval from the instructor and then file a written appeal with the advising office of their school or college. Only if both the instructor and the school/college approve will such drops be permitted.

All courses which are dropped after the fourth week of classes will remain on the student record and will be reflected on transcripts with the "W" symbol.

For courses which meet for less than the full academic semester (15-16 weeks), the above deadlines will be shortened in proportion to the length of the course as indicated in the Schedule of Classes.

**Withdrawal Policy**

Through the office of their academic dean, students may withdraw from all courses in a semester through the eighth week of classes. Withdrawals after the eighth week of classes may be granted on appeal only for reasons other than academic difficulty.

All courses from which a student withdraws after the fourth week of classes will remain on the student record and will be reflected on transcripts with the "W" symbol.

For courses which meet for less than the full academic semester (15-16 weeks), the above deadlines will be shortened in proportion to the length of the course as indicated in the Schedule of Classes.
Repeat Policy

Undergraduate

Unless a restriction is stated in the Schedule of Classes, undergraduate students may repeat any course only once. Under exceptional circumstances additional repeats may be allowed following approval of a written appeal to the advising office of the student's school or college. Departments offering the course have the right to establish special guidelines for additional repeats. Any special guidelines must apply to all students and shall be maintained, published, and enforced by the Registrar’s Office. Except in the case of courses with variable content, all grades earned appear on the record, but only the highest grade is calculated into the grade point average.

Graduate

Graduate students are allowed to repeat a course (once) in which a grade of less than "B" was earned. Both courses remain on the student's permanent record and both are counted in the graduate grade point calculation. The repeated course may be counted only once toward meeting degree requirements.