



UNIVERSITY POLICY STATEMENT

UPS 300.018

WITHDRAWAL UNAUTHORIZED – ISSUANCE OF WU GRADE

When a student stops attending or participating in a class without dropping the class, without permission to withdraw from the class, or without receiving an incomplete (I), the instructor should assign the administrative grade of WU – withdrawal unauthorized – if sufficient work has not been completed to allow a grade to be assigned with certainty. By contrast, UPS 300.016 summarizes the campus policy on authorized withdrawals; the administrative grade of W.

The symbol “WU” shall be used where a student, who is enrolled on the census date, does not officially withdraw from a course but fails to complete it. Its most common use is in those instances where a student has not completed sufficient course assignments or participated in sufficient course activity to make it possible, in the opinion of the instructor, to report satisfactory or unsatisfactory completion of the class by use of the letter grade (A – F). The instructor shall report the last known date of attendance by the student. The symbol “WU” shall be identified as a failing grade in the transcript legend and shall be counted as units attempted but not passed in computing the grade point average. In courses which are graded Credit/No Credit, or in cases where the student has elected Credit/No Credit evaluation, use of the symbol “WU” is inappropriate “NC” shall be used instead. A student can petition to convert a WU to W if there were serious and compelling reasons that affected the student’s ability to attend or participate in a class. Such reasons must be documented by the student, in accordance with UPS 300.016.

In the first semester that a WU grade is assigned to a student, any and all WU grades assigned to that student in that semester shall be automatically converted to a grade of W. This action on first time occurrences of unauthorized withdrawals assumes the lack of understanding about the academic ramifications of unauthorized withdrawals on the part of the student. The university will communicate directly to the student the university’s policy on WU grades, including possible actions should unauthorized withdrawals occur in the future. Further, information about the policy on unauthorized withdrawals is to be widely advertised in appropriate campus publications such as the class schedule and university catalog. WU grades converted automatically to W grades by this policy count towards the 18-unit limit for withdrawal units.

Source: Academic Standards Committee

EFFECTIVE DATE: July 10, 2024

Supersedes UPS 300.018 dated 5-11-12
and ASD 07-168