

### **Procedure on Use of W Designator, Grade Appeals and Medical Documentation**

A “W” designator is placed on a student’s academic record to signify a course that was dropped after the initial drop/add period or to signify official withdrawal from all courses for a term. A “W” designator does not correlate to any evaluation of academic performance. A “W” designator is an administrative mark placed on a transcript by the Office of the Registrar.

As a “W” only designates withdrawal status, students may not use the grade appeal process to petition to change a final awarded grade to a designator of “W”. Students may use the grade appeal process to petition to change a final awarded grade to another letter (A, B, C, D) or an I (Incomplete) or IP (In progress). As part of the grade appeal process, students may include documentation of medical conditions, if applicable. Documentation of medical concerns may be a part of the grade appeal process but will not alone determine the outcome of the grade appeal.

No final awarded grades will be changed without input from the instructor who awarded the grade. Final awarded grades will not be changed to a “W” designator by the Office of the Registrar for any reason, with the following exception: A student called up for active military duty may have grades changed to a “W” since that student may not have the opportunity to initiate the formal withdrawal process.

Prior to the awarding of a final grade, students may still petition for a late drop based on medical conditions. The student would have to provide documentation of the medical condition to the Disability Services Officer, who would verify the documentation. This verification would be provided to the Office of the Registrar and would authorize the Registrar to issue a “late drop” to the student, which will result in the student being dropped from the course without a “W” designator on the transcript. This petition is only available to students with documented medical conditions as verified by the Disability Services Officer.