

WESTERN MICHIGAN UNIVERSITY – WITHDRAWAL PROCEDURE

Students who are withdrawing from all WMU classes must notify the WMU Registrar by following specific withdrawal procedures posted on wmich.edu/registrar/students/withdraw.

DROP

A drop is initiated by the student during the WMU open registration period. Students can drop courses online through GoWMU. No documentation is required, but the student is encouraged to consult with the instructor, academic advisor and financial aid counselor before dropping the class. Dropped courses do not appear on the student's transcript.

WITHDRAWALS

Two types of withdrawals are possible—student-initiated withdrawal and [hardship panel-approved withdrawal](#). Courses from which the student withdraws will appear on the student's transcript with a non-punitive W grade. The student's GPA will not be affected.

Students may not withdraw from courses or programs when any unresolved academic integrity charge exists or to avoid any academic penalty resulting from an academic integrity violation for which the student is found responsible. If a student has been found to have withdrawn from any or all courses or programs to avoid an academic integrity charge, the student will be re-enrolled so that any such charges may be resolved.

Student-initiated withdrawal

A student may withdraw from one or more courses without academic penalty online through GoWMU. This can be done from the end of the open registration until the [last date for student-initiated withdrawal](#). No documentation is required, but the student is encouraged to consult with the instructor, academic advisor, and financial aid counselor.

Withdrawing with a hold

Students with a registration hold will be unable to withdraw through GoWMU. If a hold exists—other than an academic integrity hold—the student may request a withdrawal in person at the Registrar's Office or in writing to registrar-info@wmich.edu using their WMU assigned email address.

Hardship panel-approved withdrawal

Withdrawal from a course at any time after the end of the student-initiated withdrawal period will only be permitted through the hardship panel withdrawal process of GAPDAC (Grade and Program Dismissal Appeals Committee). Providing documentation as to the nature of the hardship is required.

The hardship panel will determine if a hardship exists and whether a withdrawal is warranted. The decision of the hardship panel is final and not subject to further appeals. Hardship petitions will not be accepted more than one year after the end of the term or session for which the hardship was documented, except for documented and exceptional circumstances. Students are strongly encouraged to consult with the University Ombudsman before initiating a hardship-based withdrawal appeal.