

Minnesota State University, Mankato
University Procedure

Procedure Name:

Process for Printing W's on Transcripts

Custodian:

Effective Date:

January 27, 2004

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.

1. All W's placed on a student's academic record will count as attempted but not earned credits in calculation of Satisfactory Academic Progress for Financial Aid and Academic Probation and Suspension. This practice began at the end of the fall 2004 semester, and is retroactive. This is required by Federal financial aid regulations and the desire to treat students on financial aid the same as students not receiving financial aid.
2. W's will be printed on unofficial transcripts.
3. W's on Official Transcripts: W's will be printed on official transcripts beginning at the end of spring 04 (20045) and only from that semester (20045) forward.
4. Appeals: The only appeals to this policy that will be heard will be from students who are forced to officially withdraw from all courses for a semester as a result of documented medical concerns or from being called up for active military duty. W's will still be printed on transcripts, but students in these situations may request a transcript note that explains the reasons for the W's - medical or military service.