

## **Chair's Report from Academic Standards Committee**

**To:** Candace Barrington, President of Faculty Senate

**From:** Jaclyn Geller, Chair, Academic Standards

Presented here is the proposal that was considered and approved by the Academic Standards Committee at our April 26<sup>th</sup> meeting.

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### **COURSE WITHDRAWAL POLICY PROPOSAL**

1. Add – Drop week remains as is. Students may drop by the end of the 3<sup>rd</sup> week with no indication of this on their transcript.
2. During a student's time at the University, the student is limited to a total of 5 course withdrawals. This does not include any semesters in which the student must withdraw from all courses due to extenuating circumstances (i.e., University Withdrawal/Leave of Absence).
3. Students may withdraw from a course from the beginning of the 4<sup>th</sup> week of the semester until the end of the 12<sup>th</sup> week of classes by completing and submitting the Course Withdrawal Form at the Registrar's Office.
4. 4. A student seeking to withdraw after the 12<sup>th</sup> week of class and until the last day of classes must present documentation of extenuating circumstances for his or her request and submit a *Withdrawal after Week 12 Form* with the signatures of the instructor of the course and the chair of the department in which the course is taught. If the request is approved, the student will receive a grade of "W." Similar to the *Course Withdrawal Form* described above, the *Withdrawal After Week 12 Form* will advise students of possible ramifications of course withdrawal and will include the statements/sample language outlined above.

Respectfully Submitted

Jaclyn Geller (English)  
Chair, Academic Standards Committee