

MEMORANDUM

TO: Dr. Ana Borger-Greco
Faculty Senate Chairperson

FROM: Vilas A. Prabhu
Provost and Vice President
for Academic Affairs

DATE: August 29, 2007

SUBJECT: APPROVAL OF FACULTY SENATE CURRICULAR RECOMMENDATIONS

As the President's designee, I am informing you of the approvals of the following Faculty Senate Curricular Actions.

Faculty Senate actions at February 6, 2007, meeting:

Academic Undergraduate Policy:

Withdrawal from a Course

Current Policy:

The notation made on a student's record about a withdrawn course depends on when the student withdraws. Students who "drop" or withdraw by the end of the first week of classes have all references to that course deleted from their records.

Students who withdraw between the beginning of the second week and the end of the ninth week of classes receive a grade of Withdrew (W), which does not carry any quality points and will not be calculated in the student's GPA. Students who withdraw after the end of the ninth week of classes receive an instructor-assigned, non-W grade according to the instructor's records.

The official date of withdrawal is the date the withdrawal form is submitted with proper signatures to the registrar's office. Deadlines for returning the form are strictly enforced. It is the student's responsibility to obtain all required signatures (both course instructor and adviser) in time to meet the deadline.

Failure to withdraw from a course properly may result in additional tuition fees as well as a failing grade. For example, a student who does not attend a class but only submits a withdrawal form during the second week of classes may be subject to additional tuition for that two-week period. See the sections on Overloads and Tuition for more information.

During summer sessions, the registrar sets equivalent deadlines for withdrawing from a course without a grade or with a W grade.

To withdraw from a course, contact the registrar's office, Lyle Hall, for an appropriate form, or obtain a form on the web in the Student Forms Center.

Academic Undergraduate Policy:

Revised Policy:

Withdrawal from a Course

The notation made on a student's record about a withdrawn course depends on when the student withdraws. Students who "drop" or withdraw by the end of the first week of classes have all references to that course deleted from their records. Students will be permitted to withdraw from a course and receive a grade of "W" up until the end of the tenth week of the semester. The W grade does not carry any quality points and will not be calculated in the student's GPA. There will be no limit on the number of courses from which the student may withdraw. After the tenth week of the semester and through the last day of classes, students who withdraw will receive a non-W grade which will be determined by the instructor consistent with university policy.

The official date of withdrawal is the date the withdrawal form is submitted with proper signatures to the registrar's office. Deadlines for returning the form are strictly enforced. It is the student's responsibility to obtain all required signatures (both course instructor and adviser) in time to meet the deadline.

Failure to withdraw from a course properly may result in additional tuition fees as well as a failing grade. For example, a student who does not attend a class but only submits a withdrawal form during the second week of classes may be subject to additional tuition for that two-week period.

Withdrawal periods will be prorated for summer and winter terms.

Approved, Effective Fall 2007