

Subcommittee of Committee on Curriculum – Withdrawal Grade

Present at February 14th planning meeting: Scott Blair, Ray Blaskiewicz, Douglas Daley, Kelley Donaghy, Kavya Krishnan, Greg McGee, and Scott Shannon

Excused but participating electronically: Bruce C. Bongarten, John P. Hassett

A revision to the current **course drop policy** is proposed. Currently, students can drop courses into the ninth week of the semester with no evidence of having been enrolled in the course at all. The following policy revision addresses the academic and accounting issues that are created by the current policy:

- a. students purposefully over-enroll in courses about which they are uncertain, thereby precluding others from enrolling, then drop the course after the Course Add deadline a full nine weeks into the semester, thus wasting instructional resources and reducing efficiency in allocating classroom resources;
- b. students and advisors are potentially unaware of the financial ramifications of dropping their course load below full-time status with respect to both the present and future semesters;
- c. faculty and departments do not receive appropriate credit for the actual number of students who take their course more than halfway through the semester; and
- d. students, prospective employers and prospective graduate programs do not have an accurate reflection of the student's academic work on the transcript.

The proposal is to modify the current Course Drop policy. The revised policy will be as follows:

Students may drop courses up until the **last day to add** as set by the Registrar in the academic calendar using an **add/drop form**. Dropped courses during this period will be completely removed from the transcript when dropped on or before this deadline.

Deadlines and actions to be taken after the last day to add deadline are:

After the **last day to add**, students will use a **Course Withdrawal Form** to drop all courses. This form will require the signature of the Academic Advisor, Instructor and Student. This form includes a very specific statement advising students that there may be potential financial aid consequences if their registration status falls below full-time status, and it advises them to confirm their status with Financial Aid. Students indicate via their signature their understanding of those consequences.

Last day to add – Week 4: After the **last day to add** (as per the academic calendar), students may drop a course without record of registration, until the end of the 4th week of classes.

Weeks 5-9: Students who withdraw from a course after the last day of the **4th week and by the last day of the 9th week** will receive a W (Withdraw) grade on his or her permanent transcript, and the student will remain on the course roster. The W grade will not affect the GPA, and is not replaceable with an R grade.

Weeks 10-14: Students who withdraw from a course after the last day of the **9th week and by the last day of the 14th week** will receive a W or a WF (withdraw failing) on his or her permanent transcript, and the student will remain on the course roster. The WF grade will not count in the student's GPA. W and WF grades are not be replaceable with an R grade. The W (when assigned after the last day of the 9th week) and WF grade will be assigned by the instructor at the end of the semester.



Request for Individual Course Withdrawal

Office of the Registrar - 111 Bray Hall

Date:

Student Name:

Student ID#:

Permanent Address:

Street Address and Apartment Number

City

State or Province

Zip or Post Code

Country

Home Phone:

Cell Phone:

SU e-Mail:

Alternate e-Mail:

Course Withdrawal Request:

I request that I be withdrawn from the following courses, with the understanding that I may elect to withdraw from an individual course at any time between the end of the 4th week of the semester, and the end of the 14th week of the semester in accordance with the following policy (precise deadline dates are listed in the ESF Academic Calendar). **ESF Course Withdrawal Policy:** Between the end of the 4th week and the end of the 9th week, a grade of "W" will be recorded for the course on a student's transcript, with no effect on a student's semester or cumulative GPA. Between the end of the 9th and the end of the 14th week, the instructor of record may elect to assign a grade of "W," or "WF" if a student is deemed to be failing the course at the time of withdrawal. Grades of both "W" and "WF" will have no impact on a student's semester or cumulative GPA.

I have read the ESF Course Withdrawal Policy provided to me on this form and consulted with the appropriate college offices to ensure that I fully understand the need to be registered for at least **12 credit hours** to maintain "full-time" status, as well as the potential financial aid consequences of falling below a full-time course load.

Student
Signature

Course Prefix &
Number (i.e. ESF 301):

Course
Name:

Credit
Hours:

Instructor Signature:

Course Prefix &
Number (i.e. ESF 301):

Course
Name:

Credit
Hours:

Instructor Signature:

Course Prefix &
Number (i.e. ESF 301):

Course
Name:

Credit
Hours:

Instructor Signature:

Advisor Approval:

For your course withdrawal to take effect, you **MUST** obtain your advisor's approval signature and return this completed form to the Office of the Registrar, 111 Bray Hall prior to the published Withdrawal Deadline:

Advisor
Signature