Tuesday, November 16, 2010; 9:00-10:00 AM; Hyde Park Room (AC)

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Member</th>
<th>Representation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present</td>
<td>Berkel, LaVerne A.</td>
<td>Education</td>
</tr>
<tr>
<td>Present</td>
<td>Brown, Wayne M.</td>
<td>Pharmacy</td>
</tr>
<tr>
<td>Present</td>
<td>Cole, Theodore M.</td>
<td>Medicine</td>
</tr>
<tr>
<td>Present</td>
<td>Connelly, Frances</td>
<td>Arts &amp; Sciences</td>
</tr>
<tr>
<td></td>
<td>Glesner-Fines, Barbara</td>
<td>Law</td>
</tr>
<tr>
<td>Present</td>
<td>Kelly, Colleen L.</td>
<td>Graduate Studies</td>
</tr>
<tr>
<td>Present</td>
<td>Pemberton, Cynthia</td>
<td>Vice Provost/Academic Affairs</td>
</tr>
<tr>
<td>Present</td>
<td>Place, Jerry P.</td>
<td>Computing &amp; Engineering</td>
</tr>
<tr>
<td></td>
<td>Plamann, Lynda S.</td>
<td>Biological Sciences</td>
</tr>
<tr>
<td>Present</td>
<td>Purk, John</td>
<td>Dentistry</td>
</tr>
<tr>
<td>Present</td>
<td>Roberts, Joy</td>
<td>Nursing</td>
</tr>
<tr>
<td>Present</td>
<td>Solomon, Lanny</td>
<td>Bloch</td>
</tr>
<tr>
<td>Present</td>
<td>Swink, Douglas E.</td>
<td>Registrar</td>
</tr>
<tr>
<td></td>
<td>Thompson, Cynthia Marie</td>
<td>Libraries</td>
</tr>
<tr>
<td></td>
<td>Timmons, Tim</td>
<td>Conservatory</td>
</tr>
<tr>
<td>Present</td>
<td>Watson, Amy</td>
<td>Staff Support</td>
</tr>
</tbody>
</table>

**Agenda/Meeting Notes**

- Draft Policy Discussion
  - Waitlist: Approved as recommendation to the Provost
  - Academic Calendar: Approved as recommendation to the Provost
  - Course Registration: Continued discussion
    - Doug Swink distributed Add/Drop/Withdrawal policy matrix. [Attached](#)  
      Please review for discussion at the next meeting.
    - Policy subject to Graduate Council review/approval.
    - Withdrawals considered as a separate policy?
    - Incentives/Disincentives for early student registration.

- Upcoming Draft Policy Reviews
  - Attendance Policy (*adding language to indicate that enrollment is required to attend a class*)
  - Class Make Policy
  - Final Exams (*includes scheduling as well as administration – checking on current policies*)
  - Grade Changes Policy (*instructor approval required*)
  - MO Senior Policy
  - Academic Honors Policy

Future Meetings Scheduled:
Tuesday, November 30th; 11-12; Brookside
[http://info.umkc.edu/academicpolicies/](http://info.umkc.edu/academicpolicies/)
<table>
<thead>
<tr>
<th>School</th>
<th>Prior to classes</th>
<th>Dates</th>
<th>Effects of dropping or withdrawing on your transcript</th>
<th>Process to drop all classes</th>
</tr>
</thead>
</table>
| KU     | If you withdraw prior to the first day of classes, a record will be kept of your enrollment but it will not be displayed on your academic transcript. A full refund of tuition and campus fees will be credited to your KU account if you withdraw before all of your classes begin. This credit will apply to any other outstanding charges you may have with KU. | Spring 2011 2/10/11 Last day to cancel, Last day to drop a class online, 4/21/11 Last day to drop, Last day to withdraw from all classes. | Fall/Spring - through 15th Day  
Summer - through 7th Day  
Course Canceled  
The course will not appear on the student's official record.  
Fall/Spring - through 16+ Day  
Summer - through 8+ Day  
Graded W  
The grade (W) will appear on the student's academic record but will not be included in the GPA.  
First Third of Class Meeting  
The course will not appear on the student's academic record but will not be included in the GPA.  
After the first third of Class Meeting  
Graded W  
The grade (W) will appear on the student's academic record but will not be included in the GPA. | Pharmacy  
Undergrad Engineering  
Undergrad Architectural Engineering  
Applied English Center Law  
The above Students use withdrawal form http://www.registrar.ku.edu/pdf/withdrawalform.pdf  
All other students withdraw online. |

| Instructional Days of the Semester | Fall Semester Classes (excluding LAW) | Short and Irregular Classes (excluding LAW) |
### LAW School (all classes)

<table>
<thead>
<tr>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Canceled</td>
<td>The course will not appear on the student's official record.</td>
</tr>
</tbody>
</table>

*See the Short Course list for date information.

### K State

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/22/11</td>
<td>Last day to drop a regular session course without a W being recorded.</td>
</tr>
<tr>
<td>3/26/11</td>
<td>Last day to drop a regular session</td>
</tr>
</tbody>
</table>

If a student withdraws during the first 36th calendar day of a 70 or more calendar day course (approximately 10 or more weeks in length), no mark will be recorded on the student’s transcript. Thereafter, a mark of “W” is recorded; a course less than 70 calendar days (approximately 10 or more A student who withdraws from the university must complete a notice of withdrawal form; contact the appropriate dean’s office.

Page 2 of 17
| Missouri State Univ | Last Day to Drop or Withdraw | Classes dropped prior to the end of the Change of Schedule period will not appear on the transcript. Classes may be dropped with a “W” grade from the end of the Change of Schedule period until four weeks prior to the last day of full semester classes, after which time students may not drop. For all classes of shorter duration than a full semester, this deadline shall be set at the three-fourths mark of that class. A “W” grade indicates student withdrew from course without academic penalty.

Dropping all classes is considered a “withdrawal from the University.” Refer to the “Withdrawal Policies and Procedures” section of catalog for more information.

Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes will result in the assignment of F grades for those classes, as well as a continued financial obligation | Students may withdraw from one or more of their courses online, or in person at the Office of the Registrar (Carrington 320 or by fax to 417-836-8776) Students who drop all their courses for a given semester who wish to return the following semester do not need to apply for readmission. The date the withdrawal is completed online or the date the official withdrawal request form is submitted to the Office of the Registrar (or the postmark date of withdrawal requests submitted by mail) shall be the date used in determining the refund of fees and the assignment of grades. Withdrawals are not allowed after the last day to drop or withdraw deadline for the course. See the "Academic Calendar" on the web for specific deadline dates. |
| UMSL | Fall 2010
Last day to drop a course without receiving a grade: 9/10/10;
Last day a student may drop or withdraw with a grade 11/15/10 | Courses may be dropped, without approval, through the fourth week of a regular semester and the second week of a summer session. Students may withdraw from courses without a grade up to the end of the fourth week of a regular semester and the second week of the summer session.

From the fifth through the twelfth weeks of the fall or winter semesters (for summer session, the third through the sixth weeks), students may withdraw from a course with an "Excused" grade, providing they are passing the course and receive the approval of their instructor, adviser, and dean's office representative. Otherwise, a failing grade is given. Students not attending classes who fail to drop officially receive F or Y grades. After the allowable period, "Excused" grades are given only in exceptional instances where the instructor's approval and dean's approval are given. These grades are recorded on the students' official records at the end of the term. If an F grade is recorded, it is counted in computing the grade point average. No partial credit is granted to students who withdraw from a course during any semester or otherwise fail to complete the work required for full course credit.

**Withdrawal after Classes Begin**
After classes begin, students may withdraw from the university by completing the withdrawal form, available in the dean's

| After the "official last day to drop classes without receiving a grade" students may drop classes (with appropriate signatures) in the Registrar's Office, the Advising Office, or the Dean's Office. | Students may withdraw from the University without administrative approval through the "official last day to drop classes without receiving a grade", the instructor's and dean's signatures are required.

Late drop form: [http://www.umsl.edu/~registrat/registration/assets/pdfs/forms/latedrop.pdf](http://www.umsl.edu/~registrat/registration/assets/pdfs/forms/latedrop.pdf)

**Dropping Courses:** You may drop a course without receiving a grade during the first four weeks of a regular semester and the first two weeks of an 8-week session, and the first three days of a 4-week session. Signatures are not required; however, refunds are reduced based on the date the course is dropped.

**After initial Drop Period:** After four weeks of a regular |
office. During the first four weeks of a regular semester and the first two weeks of a summer session, students may withdraw from the university without receiving grades. After this period, grades of F or "Excused" are issued, based on whether the student is passing or failing. After the regular semester's twelfth week (or the sixth week in the summer session), "Excused" grades are given only in exceptional instances with the instructor's and the dean's approvals. These grades are recorded on the student's official record at the end of the term. An F grade is counted in computing the grade point average. No partial credit is granted to students who withdraw from school during any semester or otherwise fail to complete the work required for full course credit. Students who stop attending classes without withdrawing officially from the university are issued an F or a Y grade. Any F grades are counted in computing grade point averages.

<table>
<thead>
<tr>
<th>Cleveland State Univ</th>
<th>Spring 2011</th>
<th>If you receive all non-passing grades for all of your courses in a given semester, you are considered to be in “Unofficial Withdrawal” status. It is recommended that you meet with a Specialist in Campus411 to</th>
<th>Undergraduate:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Last day to drop: Jan 28, Last Day to withdraw: 4/1</td>
<td></td>
<td>A student may withdraw from a course without permission through the 10th week of fall</td>
</tr>
</tbody>
</table>

Withdrawing After Initial Drop Period:

1. Pick up a "Drop/Excused Grade Form" from your Deans office; 2. complete the form and follow the directions provided by the College in which you are enrolled.

No course may be dropped after the close of the twelfth week of a regular semester and the fourth week of the 8-week semester.
discuss the financial aid ramifications due to your Unofficial Withdrawal status.

Non-Passing grades at Cleveland State University include grades of F, I, W, and X.

and spring or before the published deadline for summer sessions and alternatively scheduled courses.

A withdrawal prior to the 15th day of fall and spring or before the published summer session deadline will not result in a grade on the student transcript. A withdrawal after the 15th day up through the withdrawal deadline will be indicated on the university official academic record by a “W.”

Non-attendance does not constitute an official withdrawal from the course. A grade of “F” may be assigned when a student fails to complete a course or withdraw.

Dropping/withdrawing from courses may affect student financial aid. Students are
strongly encouraged to consult their college advising office or Campus411 prior to withdrawing from classes in the current term or retroactively.

The university has the authority to withdraw students from classes. Such withdrawals can be enforced upon the request of instructors or academic departments for a variety of reasons including lack of prerequisite course work, inadequate placement results or non-attendance.

Students are expected to attend class. If a student expects to be absent for an extended period of time, notification should be given to the course instructor or college dean. Non-attendance does not constitute a withdrawal.
Withdrawal Policy

During the academic year, a student may withdraw from a course through the end of the tenth week of the semester. Withdrawal deadlines can be found online at http://www.csuohio.edu/enrollmentservices/registrar/calendar/.

After the final date for withdrawal, a student may officially withdraw from a course only by means of a petition approved by the College of Graduate Studies Petitions Committee (see the Exceptions and Petitions section of this Catalog).

Please note that the University Graduate Council has
determined that poor academic performance on a midterm examination or in other course requirements does not constitute sufficient grounds for granting a student a late withdrawal from a course.

Withdrawal from a course without approval, as indicated above, constitutes a failure, and a grade of F will be recorded on the student’s record.

**Administrative Withdrawal**

The University has the authority to withdraw students from classes. Such withdrawals can occur upon the request of instructors or academic departments for various reasons, including lack of prerequisite course work or inappropriate placement results. Additionally, the University may
| Univ of Pittsburg | Spring 2011 | To withdraw from a class after the official end of the add/drop period while still enrolled in other courses; you must process a Monitored Withdrawal Request form through the dean's office of the academic center offering the course. If approved, a grade of "W" will be recorded on your transcript for that course. "W" grades do not count toward a student's degree, grade point average, or academic progress for purposes of financial aid eligibility. There is no tuition adjustment associated with a course withdrawal. See "Resignation" for more information on this topic. | 1/18 add/drop period ends 3/4 | Spring term deadline for students to submit Monitored Withdrawal forms to dean's office | cancel a student’s enrollment for lack of payment or payment arrangements. | 3/4 | Spring term deadline for students to submit Monitored Withdrawal forms to dean's office. You may drop all of your classes through the last day of the add/drop period. If you do so, all of your course-related charges and fees will be cancelled. You can also drop all of your courses by contacting the Student Appeals Office. If you should decide to leave the University after the add/drop period has ended, you must resign through Student Appeals, and your charges may be prorated. You may resign in person, by telephone at 412-624-7585, or by mail with the Student Appeals Office. (See: http://www.bc.pitt.edu/students/resignation.html for further information.) |
### IUPUI

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2011</td>
<td><strong>Withdrawal</strong> with automatic grade of W begins. <strong>Advisor signature is required.</strong> Submitted in person at the Office of the Registrar, Campus Center 250 or via the Late drop/add classes (eDrop/eAdd) link on the self service page. <strong>Advisor signature is required.</strong> UCOL students or Engineering/Technology freshmen must see advisor by 5:00 p.m. If submitting in person, pick up the form from your advisor or school. <strong>Continues through March 4, 2011</strong></td>
</tr>
<tr>
<td>3/4/11</td>
<td>Last day to withdraw with automatic grade of W via the Late drop/add classes (eDrop/eAdd) link on the self service page. <strong>Advisor signature is required.</strong> UCOL students or Engineering/Technology freshmen must see advisor by 5:00 p.m. If submitting in person, pick up the form from your advisor or school and submit signed form by 5:00 p.m., to the Office of the Registrar Campus Center 250.</td>
</tr>
<tr>
<td>3/5/11</td>
<td><strong>Withdrawal</strong> with grade of W or F begins. <strong>Advisor and instructor signatures required.</strong> Submitted in person</td>
</tr>
</tbody>
</table>

### Instructor-assigned grades of W (withdrawal) and F (failing)

Beginning the eighth week (fourth week in a summer session), your instructor will assign a grade of W (withdrawal) if your work is of passing quality at the time of your withdrawal or an F (failing) if your work is not of passing quality at the time of your withdrawal.

### Class Withdrawal/Class Drop – Required Approvals and Grades

For 16-week semester classes (and 6-week summer session classes)

Link to the Academic Calendar for specific deadlines and tuition refund dates.

#### Before the First Day

- Signatures Required: None
- Grade Assigned: None
- Study List: Class will be deleted from your academic record
- Official Transcript: Class will not appear
- Link to Drop/Add for information on dropping a class during this period

#### First Week (See - First Week in summer session)
only at the Office of the Registrar, Campus Center 250. Pick up the form from your advisor or school. Continues through 5:00 pm, April 1st.

4/1 Last day to withdraw with grade of W or F. Advisor and instructor signatures required. Submit in person only at the Office of the Registrar by 5:00 p.m., Campus Center 250. Pick up the form from your advisor or school.

- Signatures Required: None
- Grade Assigned: None
- Study List: Class will appear with Dropped status
- Official Transcript: Class will not appear
- Link to Drop/Add for information on dropping a class during this period

Second Week through Eighth Week (second and third weeks in summer session)

You can use eDrop/eAdd OR you can follow the steps below.

- Signatures Required: Advisor Only
- Grade Assigned: A grade of W (withdrawal) will be automatically assigned
- Study List: Class will
<table>
<thead>
<tr>
<th>appears with Enrolled status and a grade of W</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Transcript: Class will appear with a grade of W</td>
</tr>
<tr>
<td>Obtain drop/add form from your advisor or school</td>
</tr>
<tr>
<td>Submit completed form to the Office of the Registrar</td>
</tr>
</tbody>
</table>

**Ninth Week through Twelfth Week (fourth week in summer session)**

<table>
<thead>
<tr>
<th>Signatures Required: Advisor and Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Assigned: Instructor will assign a grade of W (withdrawal) or F (failing)</td>
</tr>
<tr>
<td>Study List: Class will appear with Enrolled status and a grade of W or F as assigned by the instructor</td>
</tr>
<tr>
<td>Official Transcript:</td>
</tr>
</tbody>
</table>
Class will appear with a grade of W or F as assigned by the instructor
- Obtain drop/add form from your advisor or school
- Submit completed form to the Office of the Registrar

**Thirteenth Week through End of Semester (fifth and sixth weeks in summer session)**

- Signatures Required: Advisor, Instructor and the student’s Dean
- Grade Assigned: Instructor will assign a grade of W (withdrawal) or F (failing)
- Study List: Class will appear with Enrolled status and a grade of W or F as assigned by the instructor
- Official Transcript:
Class will appear with a grade of W or F as assigned by the instructor.
- Obtain drop/add form from your advisor or school
- Submit completed form to the Office of the Registrar

**Late Withdrawal**
Requests for withdrawal after the twelfth week (after the fourth week in a summer session) require the signature of the instructor, advisor and the student’s dean. These late requests are considered only in extraordinary situations which are beyond the student's control and rarely are granted. Poor performance in a course is not considered grounds for a late withdrawal. No withdrawal forms will be processed in the Office of the Registrar after the last day of classes for the term/session. Any requests for a late withdrawal after the last day of classes must go through the **grade appeal process**.
| Portland State | Last day to drop without a W | Students are responsible for dropping courses they do not attend. Non-attendance does not cancel tuition charges, nor does it prevent the course and grade (probably an F, NP (no pass), X (no basis for grade), or M (missing grade)) from appearing on the student’s academic record. Some departments have a policy of dropping students for non-attendance to accommodate other students trying to enroll. If this happens, the student 1) remains responsible for any tuition charges associated with the registration, and 2) the course may be recorded permanently on the academic record, depending on when the department processes the drop. | Late withdrawal
Current term:
The Deadline Appeals Board reviews petitions and makes decisions on requests for registration changes for the current term. Students can request to add, drop or withdraw from courses as well as request grade option changes and refunds of tuition. Petitions are reviewed weekly throughout the current term and results are mailed directly to the student. All Undergraduate petitions must be submitted before grades post for current term. Graduate current term petitions are due before the beginning of the following term. To request a change you must explain the extenuating circumstances which prevented you from meeting the registration deadline. The following information must be included with the petition |
| Last Day to Withdraw from a Course | Oct 10, Jan 16, Apr 10 | Dropped courses are not recorded on transcripts |
| Course is recorded on transcript as W | Nov 14, Feb 20, May 15 | | |
form before it will be reviewed.

Previous semesters
Undergraduate only
Scholastic Standards Committee
reads and makes decision on
requests for changes in
undergraduate student’s
academic records for previous
terms. Students can request the
following: drop retroactively
(within 1 academic year)