Academic Affairs Committee Report April 26, 2013

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Outline

- Proposed Revisions to the Withdrawal Policy
- Proposed Revisions to the Academic Renewal Policy
- Fall Break Subcommittee

Proposal: Updates to the Withdrawal Policy

Proposed updates to the Withdrawal Policy

- Updates language in the policy to current terminology.
- Aligns current practices with the Withdrawal Policy.
- Adds additional requirements for Late Withdrawal Requests

Withdrawal Policy (current)

A grade of W (Withdrawal) is given automatically on the date of withdrawal to the undergraduate who withdraws during the first ten weeks of a regular semester or during the first four weeks of a summer session. Thereafter, it is given only when the student withdraws with the approval of the divisional Dean/Director.

If the student is failing on the date of withdrawal, the grade recorded on the form shall be F. Appropriate forms for processing withdrawals must be obtained by the student from the office of his or her divisional Dean/Director. Termination of class attendance does not constitute official withdrawal and will result in a grade of F.

Withdrawal Policy (proposed)

Withdrawals may have a negative impact on the student's progress towards their degree, financial aid eligibility and/or visa status.

Drop: Students can drop their classes anytime after registering for their classes through the first week of classes by following the Register & Drop/Add link in the OneStart Student Center. Classes dropped during this period do not show on the student's permanent record.

Withdrawal Policy (proposed)

Withdrawal with automatic grade of W: Withdrawal requests beginning the second week of classes should be initiated through an eDrop request in OneStart. Students who withdraw before the end of the tenth week of a regular semester or before the end of the fourth week during a summer session automatically receive a grade of W on the date of withdrawal. The only exceptions are:

- The automatic withdrawal period for courses that do not meet for the full regular semester or summer session is prorated at approximately 60 percent of the course duration.
- Students in music ensembles or applied music should contact the Ernestine M. Raclin School of the Arts for information on withdrawals.

Withdrawal Policy (proposed)

Late Withdrawal Requests: Withdrawal requests initiated after the tenth week in spring and fall semesters and the fourth week in summer sessions must be due to extenuating circumstances beyond the student's control. Students initiating a late withdrawal will need to complete the following steps:

1. Obtain a late withdrawal form from the Office of the Registrar or the Gateway Information Center.
2. Prepare a typed explanation explaining the reason(s) for the late withdrawal request.
3. Provide photocopies of supporting documentation.
4. Attach an unofficial copy of their transcript that includes current enrollment.

Withdrawal Policy (proposed)

After the student completes the steps listed above, they will need to follow the routing for their academic unit that is listed on page 2 of the Late Withdrawal Form. Incomplete late withdrawal requests will not be considered. Based on the student's academic performance in the class and the circumstances of the late withdrawal, the instructor may assign a final grade of F or W.

The Late Withdrawal form must be received by the Office of the Registrar within 5 days of the instructor's signature date or by the last day of classes (whichever date comes first). Late withdrawal requests received after the last day of classes will not be accepted.

Withdrawal Policy (proposed)

Termination of class attendance does not constitute official withdrawal and will result in an official grade of F.

Academic Misconduct: Students who are subject to sanctions through the Office of Judicial Affairs as a result of academic misconduct cannot withdraw from the specified class to avoid judicial actions. Students who drop classes to avoid judicial actions may be reinstated in their classes at the request of the Director of Judicial Affairs.

Proposal: Updates to the Academic Renewal Policy

Academic Renewal Policy Update (Current)

- Item 5
  - The policy is applied after a probationary period in which the student earns at least 12 credit hours with a minimum grade of C+ (2.3 GPA) in all courses attempted.

Academic Renewal Policy Update (proposed)

- Item 5
  - *A student is eligible to apply for academic renewal after a probationary period at IU South Bend in which the student completes at least 12 credit hours with a minimum, cumulative grade point average of 2.3 for the probationary period.*
    - *The probationary period begins the semester the student enrolls on the South Bend campus after not attending any campus of Indiana University for at least three years (36 months) and ends at the end of the term in which the student completes their twelfth credit hour.*
    - *The probationary period is in full terms. Dependent on the student's course load, more than 12 hours may be applied to the probationary period.*
    - *Letter grades of P or S cannot be included in the minimum probationary period hours.*
    - *Regardless of the grade point average during the probationary period, students who receive one or more grades below C (2.0) during the probationary period are ineligible for academic renewal.*

Fall Break Subcommittee