



MEMORANDUM

TO: President Edward T. Foote II

FROM: George C. Alexandrakis *GEA*  
Chairman, Faculty Senate

DATE: June 23, 1989

SUBJECT: Faculty Senate Legislation #88014(B) -  
Extension of Drop Date Without a "W" Grade

The Faculty Senate, at its meeting of May 8, 1989, voted to approve Faculty Senate Legislation #88014(B) - Extension of Drop Date Without a "W" Grade. The text of the legislation is as follows:

The last day to drop a course without a "W" grade will be the day following the fifth meeting of Tuesday-Thursday classes.

This legislation is now forwarded to you for your action.

GCA/b

cc: Provost Luis Glaser  
Professor Thompson Biggers,  
Associate Director of Enrollments

## CHANGE OR DROP OF COURSE

Course changes after the completion of registration must be approved by the student's academic dean. Forms must be fully processed to make any approved changes official.

Dropping of any course for which the student has registered is official only when the academic dean has signed the proper form and the form has been processed by the Registration office. Unofficial withdrawal may result in failure in the course. Neglecting attendance in classes or merely giving notice to instructors will not be considered as official notice of withdrawal.

No student will be permitted to drop a course *after the seventh week* of classes during a regular semester, or *after the second week* of classes in a summer session. Students enrolled in a course after the withdrawal date must receive a final grade in the course.

During the academic year, a student may drop a course within the ~~first ten (10) class days~~ without having a "W" placed on his/her record.

During a summer session a student may drop a course within the first five (5) class days following registration without having a "W" placed on his/her record.

Changes in the credit-only option may be made for two weeks following the last day of registration.

## Drop Date

### A Report of the Faculty Senate Committee on Academic Standards<sup>1</sup>

In the fall 1988 and spring 1989 semesters the deadline for dropping a course without a "W" grade was the day of the sixth meeting of MWF classes; it was the day after the fourth meeting of TR classes. Student Government has asked for a brief extension of the drop period so that students can make their decision after attending the fifth TR class. The wording<sup>2</sup> of the Student Government proposal needs to be reworked; its content is captured in the following statement:

The last day to drop a course without a "W" grade will be the day following the fifth meeting of Tuesday-Thursday classes.

The Academic Standards Committee recommends the adoption of this policy.

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<sup>1</sup>The members of the Academic Standards Committee are: Anthony Allegro, Will Betsch (co-chair), Jane Connolly, Michael Connolly, Tom Herbert, Marion Jefferson, Dennis Kam, James Oster, and Howard Pospesel (co-chair).

<sup>2</sup>"Students shall be permitted to drop a class without receiving a "W" until the third Wednesday following the first Tuesday of classes." Under this policy the deadline date would range from the 12th to the 16th day of classes depending on the day on which the semester begins.

first day of classes	number of MWF periods*	number of TR periods	number of MTWRF periods*
Tuesday	7	5	12
Monday	8	5	13
Friday	9	5	14
Thursday	9	6	15
Wednesday	10	6	16

\*One of these days may be lost to a holiday.

CAPSULE:

Faculty Senate Legislation #88014(B) -  
Extension of Drop Date Without a "W" Grade

RESPONSE BY THE PRESIDENT:

DATE: 6/27/89

APPROVED: Yes 37

OFFICE OR INDIVIDUAL TO IMPLEMENT OR PUBLISH: Provost

EFFECTIVE DATE OF LEGISLATION: \_\_\_\_\_

NOT APPROVED AND REFERRED TO: \_\_\_\_\_

REMARKS (IF NOT APPROVED): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



NOV 1988

FACULTY  
SENATE

MEMORANDUM

To: Dr. William R. Butler  
Vice President for Student Affairs

From: C. Dean Furman *CD*  
Speaker Pro Tempore

Jacqueline M. Levermore, Cabinet Undersecretary,  
Academic Affairs *JML*

Re: Extending the Drop Period Without A "W"

Date: November 28, 1988

The standing policy concerning the drop period allots the student seven class sessions for Monday/Wednesday/Friday classes; yet, only four class sessions for Tuesday/Thursday classes in which to ascertain whether they should drop a course without receiving a "W".

Although Tuesday/Thursday class periods are longer, students still need more class sessions to determine whether the class accommodates their schedule; moreover, if the course is academically challenging.

Due to the fact that students require an equitable time frame during which they can judge the merits of the courses they choose, the Senate voted unanimously to set the final date to drop a class without a "W" as the third Wednesday following the first Tuesday of classes. The bill extends the drop without a "W" period from 10 days to 11 or 12 days contingent on the commencement of classes.

Consequently, this proposal will permit students with Tuesday/Thursday classes an additional class session to make an informed decision about their schedule. If you have any questions, we would be more than happy to meet with you concerning this issue.

cc: ~~Dr.~~ George Alexandrakis

Action #88045

Category D

Authors: C. Dean Furman, Speaker Pro Tempore  
Jacque Levermore, Cabinet Undersecretary,  
Academic Affairs

Sponsor: Academic Affairs Committee

A BILL TO EXTEND THE DROP PERIOD WITHOUT A "W"

Article I. Students shall be permitted to drop a class  
without receiving a "W" until the third  
Wednesday following the first Tuesday of  
classes.

STUDENT GOVERNMENT SENATE MEETING

November 16, 1988



A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
- III. ORDERS OF THE SPEAKER
- IV. SPECIAL ORDERS AND PROCEEDINGS
- V. OPEN FORUM
- VI. NEW BUSINESS

Action #88043                                      Category E  
 Author: C. Dean Furman, Chairman, Screening Committee  
 Sponsor: Rules & Calendar Committee  
 A BILL TO RATIFY NELLY CHEBLI AS SENIOR SENATOR  
 Article I. Nelly Chebli shall be ratified as Senior Senator.

Action #88044                                      Category B  
 Authors: Beth Susi, Ken DeMoor and C. Dean Furman  
 A BILL TO AMEND THE ELECTION CODES  
 Article 5.2 Violations & Penalties  
 11. Campaigning by a non-undergraduate student as prohibited by the Graphic Campaigning rules.  
 5 points

Action #88045                                      Category D

Authors: C. Dean Furman, Speaker Pro Tempore  
 Jacque Levermore, Cabinet Undersecretary,  
 Academic Affairs

Sponsor: Academic Affairs Committee

A BILL TO EXTEND THE DROP PERIOD WITHOUT A "W"

Article I. Students shall be permitted to drop a class without receiving a "W" until the third Wednesday following the first Tuesday of classes.

*DFA - The wording of this bill will extend the drop period from 10 days to 11 or 12 days depending on when the semester starts. We'll send you an official memorandum when the bill passes. Thank you, C. Dean Furman*