

RESOLUTION-POLICY

X	Action Item
	For Information Only

From: Dr. Eric Milou, Rowan University Senate President
To: Dr. Ali Houshmand, Provost
Date: 5/11/10
RE: Senate Resolution 101005-2

**Resolution to Revise the Course Withdrawal System Policy,
Course Withdrawal Forms, Late Registration Policy, and Late Registration Form**

WHEREAS, multiple forms are currently used for dropping and withdrawing from courses at different points in the semester;

WHEREAS, the current versions of these forms are not consistent with and not clearly distinguished from each other;

WHEREAS, incorrect versions of these forms are frequently used by students and staff members, sometimes resulting in drops that should have been withdrawals;

AND WHEREAS, inconsistent and overlapping policy terminology sometimes makes it difficult to understand which process is which;

THEREFORE BE IT RESOLVED,

That the form used to drop or add courses after the Drop/Add period (Late Registration Form, also known as the Hardship Form) and the forms used for withdrawal from courses during the semester (Course Withdrawal Forms A and B) be revised as shown in the attached versions;

AND BE IT FURTHER RESOLVED,

That the Course Withdrawal System and Late Registration policies be combined, updated, and clarified as shown in the attached version.

Context

The Academic Policies and Procedures Committee recently learned that the form called “To Add a Course After the Drop/Add Period” (nicknamed the “hardship form”) was sometimes being used for withdrawals during the last four weeks of the semester. Because the form identifies the action as a drop, this resulted in the course being removed from the student’s transcript, which is not what should happen at that point in the semester. The Associate Provost made an immediate policy change so that 1) the “hardship form” no

longer includes the drop function and 2) the Registrar's Office will only process withdrawals requested through the appropriate withdrawal forms after the drop/add period.

Further investigation of this situation revealed a great deal of confusion because of variations and inconsistencies in the forms, suggesting that a revision of the entire process would be helpful.

Overview of Changes

Key changes are described below. There are no substantive changes to the process or the policy; the revisions are mainly clarifications and updates.

Add/Drop Request Form:

Both late adds and late drops are subject to the same approvals. Separate forms must be submitted for each add or drop. (This might be a nuisance if the student is just switching sections, but too many problems are introduced if we assume this is the normal situation.)

The period during which this form is accepted by the Registrar is limited to two weeks.

Withdrawal Request Form:

All withdrawals are processed with the same form. The form is designed to clarify the specific time periods, outcomes, and forms of approval required for each one. The changes make clear that the hurdle is higher each time and that hardship withdrawals are not guaranteed.

Policy:

In both the form and the policy, we have given descriptive names to the types of withdrawal (Withdrawal, Late Withdrawal, and Hardship Withdrawal). The Late Registration Policy, which applies to adding courses after Drop/Add, has been incorporated into the Course Withdrawal System Policy, and the entire policy has been renamed Change of Registration Policy.

Implementation Notes

The following recommendations should be considered in implementing this policy:

- Deadlines should be clearly and prominently announced on the Registrar's website and every effort should be made by academic departments to disseminate this information to faculty and students.
- The deadlines for withdrawal from courses are based on a typical 15-week semester. Currently the deadlines for withdrawals from summer or CPCE courses, which run on shorter timeframes, are derived by estimating a pro-rated time period based on the 15-week standard. Specific deadlines and corresponding versions of the change of registration forms should be developed for summer and CPCE courses.
- The two-week limit on processing of late drop/add requests means that advisors, faculty, and staff need to ensure that students are assisted in a timely fashion. For example, students dropped from classes because of financial aid problems sometimes must spend days resolving their financial aid issues and reinstating their courses.

- The two-week limit should extend through the Tuesday of the second week after Drop/Add in order to accommodate changes of registration involving classes meeting only on Mondays.
- The Registrar should develop a process for storing drop/add and withdrawal requests and associated documentation for a reasonable period of time. Approvals should be audited periodically by the Provost's Office to ensure that the policy is being consistently and fairly applied across the University.

Change of Registration Policy

The following policy explains guidelines and procedures governing the following changes of registration:

- Adding a course after the Drop/Add Period
- Dropping a course
- Withdrawing from a course

This policy combines the previous Late Registration Policy (formerly the Hardship Registration Policy) and Course Withdrawal System Policy. The policy specifies required procedures and approvals for changes of registration. In all cases, the student is strongly urged to consult with his/her advisor(s) regarding the planned changes.

Adding a course after the Drop/Add Period

In recognition of the fact that there are circumstances that students may face from time to time that prevent them from registering for courses during appropriate registration periods, including the Drop/Add period, Rowan University has adopted the following policy which specifies such circumstances.

Only the following circumstances are recognized as reasonable and acceptable reasons for requesting registration in a Rowan University course after all registration periods have expired. One or more of these circumstances or reasons must have prevented the student from registering during one of the normal registration periods:

- Cancellation of student's courses due to delay in approval of financial aid
- Documented error by advisor, faculty member, or staff member
- Personal issue (death of family member or loved one, serious illness or accident, etc.)
- Military service

Exceptions to this policy may be made only in rare and compelling circumstances that are clearly beyond the control of the student.

In all cases, the student must provide documentation of the circumstances and obtain the signatures of the Professor, Department Chairperson, Dean, Bursar, and Registrar. Such requests should be submitted using the form entitled *Student Request to Drop or Add a Course After the Drop/Add Period*. Approved requests will be accepted by the Registrar's Office for up to two weeks after the end of the Drop/Add period.

Dropping a course

Dropping a course results in the course being removed from the student's transcript entirely. The transcript will not record that the student was ever enrolled in the course.

Dropping a course during the Drop/Add period: Students may drop courses during the Drop/Add period through Banner. No forms or approvals are required. When students drop a course during the Drop/Add period, neither the course nor the drop will be recorded on the transcript. Students are not financially responsible for a course that is dropped.

Dropping a course after the Drop/Add period: In rare and compelling circumstances, students may need to drop a course after the Drop/Add period. These circumstances include situations where a student was unable to make changes to his/her registration in a timely fashion for one or more of the reasons cited above under “Adding a Course After the Drop/Add Period.” In such cases, students may submit a *Student Request to Drop/Add a Course After the Drop/Add Period* (the same form that is used to add a course after Drop/Add). The student must provide documentation of the circumstances and obtain the signatures of the Professor, Department Chairperson, Dean, Bursar, and Registrar. When students drop a course through this process, neither the course nor the drop will be recorded on the transcript. Approved requests to drop a course after the Drop/Add period will be accepted by the Registrar for up to two weeks following the end of Drop/Add. This date is posted on the Registrar’s website. After this date, changes of registration must be submitted as requests to withdraw.

Withdrawing from a course

Registration in a given Rowan University course implies the student’s obligation to complete its requirements. Provisions for withdrawal are made for special circumstances. Withdrawing from a course results in the student being assigned a W, WP, or WF. This is not a grade and does not affect GPA. However, the course and the notation of the withdrawal remain on the student’s transcript and students remain financially responsible for courses from which they withdraw. Except in extreme circumstances when the Department Chairperson and the Dean of a particular college allow, students are not permitted to withdraw from the same course more than two (2) times. In all situations outlined in this policy, it is the student’s responsibility to meet the appropriate deadlines and obtain the required signatures.

Withdrawal: To withdraw from a course between the Drop/Add period and mid-semester, students must submit a *Student Request to Withdraw from a Course*. The specific deadline for this form of withdrawal is posted on the Registrar’s website. The reason for the request may be stated on the form and must be signed by both the student and the course professor, who must note the student’s last date of attendance on the form. Upon receipt of the approved *Student Request to Withdraw from a Course*, the Registrar’s Office will enter a W on the official transcript.

Late withdrawal: To withdraw after mid-semester but before the last four weeks of the semester, the same process as stated above under Withdrawal will prevail, except that the reason(s) for the request **must** be stated and approval must be obtained from the Professor and respective Department Chairperson. The specific deadline for this form of withdrawal is posted on the Registrar’s website. The professor will indicate that the student is withdrawing with a passing grade (WP) or withdrawing with a failing grade (WF). The professor will also note the student’s last date of attendance on the form. Upon receipt of the approved *Student Request to Withdraw from a Course*, the Registrar’s Office will enter a WP or WF on the official transcript.

Hardship withdrawal: Withdrawals during the last four weeks of the semester are considered exceptional and may occur only with the approval of the Professor, Department Chairperson, and Dean. Documentation of the circumstances is required. Poor academic performance and excessive unexcused absences are **not** acceptable reasons for requesting a hardship withdrawal. The professor will indicate that the student is withdrawing with a passing grade (WP) or withdrawing with a failing grade (WF). Upon receipt of the approved *Student Request to Withdraw from a Course*, the Registrar’s Office will enter a WP or WF on the official transcript.

Acceptance:

_____ I give my approval. I have forwarded this item to _____ for implementation.

_____ No approval is actually needed. I have forwarded this item to the following individual or office for informational purposes only:

ADDITIONAL REVIEW NEEDED:

_____ I am willing to give approval if the following modification(s) are made:

_____ Before I can approve or reject this item, I need clarification on the following:

_____ I have forwarded this item to the following individual or office for further consideration and consultation.

Rejection:

_____ I decline acceptance of this item for the following reason:

Please Return this Copy to the University Senate President ~ Retain a Copy for Your Records

ROWAN UNIVERSITY
STUDENT REQUEST TO DROP OR ADD A COURSE AFTER THE DROP/ADD PERIOD

This form will be processed by the Registrar's Office for up to two weeks after the end of the Drop/Add Period. Deadlines are posted on the Registrar's website. After this date, changes of registration can only be processed through a request to withdraw. It is your responsibility to obtain the required signatures and submit this form to the Registrar by the deadline. **You are strongly urged to consult with your advisor regarding plans to drop or add a course.**

Last name	First name	
Rowan ID	Major	
Semester/Part of Term		
COURSE TO BE ADDED OR DROPPED (A separate form must be used for each Add or Drop.)		
CRN	Course number	Section
Course title	<input type="checkbox"/> DROP	<input type="checkbox"/> ADD

REASON FOR LATE DROP/ADD: In order for this request to be considered, you **must specify circumstances** that prevented you from enrolling for the course during one of the normal registration periods and **must provide documentation** (faculty/staff note, physician's note, etc.) which substantiate the circumstances of the request.

The following circumstances are recognized as acceptable reasons for requesting to add or drop a Rowan University course after all registration periods have expired. Exceptions for situations not noted below are made only in the case of rare and compelling circumstances. If your situation does not involve such circumstances, you must submit a *Student Request to Withdraw from a Course*. **Please check all that apply and attach appropriate documentation. Documentation must remain attached through the approval process.**

<input type="checkbox"/> Cancellation of courses due to delay in approval of financial aid	<input type="checkbox"/> Personal issue (death of family member or loved one, serious illness or accident, etc.)
<input type="checkbox"/> Documented error by advisor, faculty member, or staff member	<input type="checkbox"/> Military service
<input type="checkbox"/> Other (please describe):	

REQUIRED SIGNATURES: Please note that the Chairperson and Dean are those of the Department and College where the course is housed. You have **5 working days** from the date the Registrar signs this form to obtain the Bursar's signature and Final Approval to Drop/Add from the Registrar. Forms not completed within 5 working days will become void.

Student signature and date	
Professor signature and date	
<input type="checkbox"/> Student has not attended any classes in this course. <input type="checkbox"/> Student has attended regularly since:	
Department Chairperson signature and date	
Dean/Dean Designee signature and date	
Registrar signature and date	
Bursar signature and date	
Registrar signature and date (Final Approval to Drop/Add)	

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Adding a course after the Drop/Add Period

In recognition of the fact that there are circumstances that students may face from time to time that prevent them from registering for courses during appropriate registration periods, including the Drop/Add period, Rowan University has adopted the following policy which specifies such circumstances.

Only the following circumstances are recognized as reasonable and acceptable reasons for requesting registration in a Rowan University course after all registration periods have expired. One or more of these circumstances or reasons must have prevented the student from registering during one of the normal registration periods:

- Cancellation of student's courses due to delay in approval of financial aid
- Documented error by advisor, faculty member, or staff member
- Personal issue (death of family member or loved one, serious illness or accident, etc.)
- Military service

Exceptions to this policy may be made only in rare and compelling circumstances that are clearly beyond the control of the student.

In all cases, the student must provide documentation of the circumstances and obtain the signatures of the Professor, Department Chairperson, Dean, Bursar, and Registrar. Such requests should be submitted using the form entitled *Student Request to Drop or Add a Course After the Drop/Add Period*. Approved requests will be accepted by the Registrar's Office for up to two weeks after the end of the Drop/Add period.

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Dropping a course after the Drop/Add period: In rare and compelling circumstances, students may need to drop a course after the Drop/Add period. These circumstances include situations where a student was

ROWAN UNIVERSITY
STUDENT REQUEST TO WITHDRAW FROM A COURSE

Conditions governing each type of withdrawal are specified in the Course Withdrawal Policy, available in the Student Information Guide and on the Provost's Policies and Procedures website. You remain financially responsible for a course even if you withdraw. Deadlines are posted on the Registrar's website. It is your responsibility to obtain the required signatures and submit this form to the Registrar by the deadline. **Please note that the Chairperson and Dean are those of the Department and College where the course you are withdrawing from is housed. You are strongly urged to consult with your advisor regarding plans to withdraw from a course.**

Last name	First name	
Rowan ID	Major	
CRN	Course number	Section
Course title	Semester/Part of Term	

WITHDRAWAL (withdrawal from course after Drop/Add and before mid-Semester/Term): A W will be assigned to this course on your transcript if this form is submitted to the Registrar by the posted deadline.

Reason for withdrawal (optional)			
Student signature and date			
Date of last attendance			
Professor signature and date			

LATE WITHDRAWAL (withdrawal from course after mid-Semester/Term and before the last four weeks of the Semester/Term): A WP or WF, as indicated by your professor, will be assigned to this course on your transcript if your request is approved and this form is submitted to the Registrar by the posted deadline.

Reason for withdrawal (required)			
Student signature and date			
Date of last attendance		WP	WF
Professor signature and date			
Department Chairperson signature and date			

HARDSHIP WITHDRAWAL (withdrawal during the last four weeks of the Semester/Term): A WP or WF, as indicated by your professor, will be assigned to this course on your transcript if your request is approved and this form is submitted to the Registrar by the posted deadline. Please note that Hardship Withdrawals are approved only for rare and compelling circumstances and that documentation is required. **Documentation must remain attached through the approval process.**

Reason for withdrawal (required and must be accompanied by documentation)			
Student signature and date			
Date of last attendance		WP	WF
Professor signature and date			
Department Chairperson signature and date			
Dean/Dean Designee signature and date			