**Agenda**

**Associate/Assistant Deans Council**

**Thursday, October 21, 2021**

**CONTINUED/DEFERRED AGENDA ITEMS**

**Withdrawal Policy** (Revisit from April – Proposed Changes included after agenda items)

Brian Morgan

**NEW AGENDA ITEMS**

**College-Sponsored High School Programs**

Sherri Stepp

* Please contact me (outside of this meeting) if your college sponsors any high school for-credit programs.
* We are aware of these programs:
  + CECS and Project Lead the Way
  + COEPD and Careers in Education

**Continued Requirement for Instructor Signature for Single Course Withdrawal**

Brian Morgan

Policy as posted on the Registrar’s website:

Night or Off-Campus classes, or E-Courses: Classes that meet 4:00 p.m. or after, off-campus, or online do not require instructor signature and may be withdrawn in person at the Office of the Registrar or by sending an e-mail from the student’s MU e-mail address to [**registrar@marshall.edu**](mailto:registrar@marshall.edu). If a student is on academic probation he/she must have the approval signature of his/her associate dean.

* Advisor signatures are not required for withdrawals, even if there is an advising hold.
* Instructor signatures are not required for total withdrawals
  + We have established total withdrawal policy and procedures
* Advisor signatures are not required for withdrawals, even if advising hold is present.
  + AD signature required for probation students.

Do we want to continue requiring instructor signature for the F2F daytime courses?

**Proposed Change in Drop Date for an Individual Course**

Rationale:

To give students additional time to consider dropping a single class from their regular semester schedule, it is proposed to change the last day to drop an individual course from the 10th Friday in a regular term to two weeks prior to the end of the term. As an example, this Spring the last day to drop an individual course would have been March 19th until that date was noted a state holiday. This change in policy would have made the last day to drop an individual course April 9th. This change would be more in line with other university’s policies as well as give students an additional period of time to receive a better picture on where they stand academically within a course before making the decision to drop.

CURRENT CATALOG TEXT

**Dropping Individual Courses**

**Final Date: Tenth Friday in a Regular Term**

* **Day classes:** Students can drop individual courses after the Schedule Adjustment period and during the Withdrawal period which lasts until the Friday of the tenth week of class during a regular semester. The exact last day for dropping individual courses is always published in the Academic Calendar for any given semester or term. A student must get a “Schedule Adjustment and Class Drop Form” from the Registrar’s Office, fill in the required course drop information, and then obtain the signature of the course instructor. Alternatively, an e-mail from the student’s MU e-mail address is acceptable should it contain the student’s MU ID number, the course four-digit CRN, course number (Example: ENG 101) and section number. The e-mail must be sent to the course instructor for approval and then the student must forward that instructor approval to [registrar@marshall.edu](mailto:registrar@marshall.edu).  If a student is on academic probation, he/she must also get the approval and signature of the associate dean of his/her college and bring the completed form to the Registrar’s Office.

EDITS w/MARKUP

**Dropping Individual Courses**

**Final Date: 14 Days from the End of ~~Tenth Friday in~~ a Regular Term**

* **Day classes:** Students can drop individual courses after the Schedule Adjustment period and during the Withdrawal period which lasts until two weeks (14 calendar days) from the end of ~~the Friday of the tenth week of class during~~ a regular semester. The exact last day for dropping individual courses is always published in the Academic Calendar for any given semester or term. A student must get a “Schedule Adjustment and Class Drop Form” from the Registrar’s Office, fill in the required course drop information, and then obtain the signature of the course instructor. Alternatively, an e-mail from the student’s MU e-mail address is acceptable should it contain the student’s MU ID number, the course four-digit CRN, course number (Example: ENG 101) and section number. The e-mail must be sent to the course instructor for approval and then the student must forward that instructor approval to [registrar@marshall.edu](mailto:registrar@marshall.edu).  If a student is on academic probation, he/she must also get the approval and signature of the associate dean of his/her college and bring the completed form to the Registrar’s Office.

CLEAN COPY

**Dropping Individual Courses**

**Final Date: 14 Days from the End of a Regular Term**

* **Day classes:** Students can drop individual courses after the Schedule Adjustment period and during the Withdrawal period which lasts until two weeks (14 calendar days) from the end of a regular semester. The exact last day for dropping individual courses is always published in the Academic Calendar for any given semester or term. A student must get a “Schedule Adjustment and Class Drop Form” from the Registrar’s Office, fill in the required course drop information, and then obtain the signature of the course instructor. Alternatively, an e-mail from the student’s MU e-mail address is acceptable should it contain the student’s MU ID number, the course four-digit CRN, course number (Example: ENG 101) and section number. The e-mail must be sent to the course instructor for approval and then the student must forward that instructor approval to [registrar@marshall.edu](mailto:registrar@marshall.edu).  If a student is on academic probation, he/she must also get the approval and signature of the associate dean of his/her college and bring the completed form to the Registrar’s Office.