**Agenda**

**Associate/Assistant Deans Council**

**Thursday, December 16, 2021**

**CONTINUED AGENDA ITEMS**

**Proposed Changes to Course Withdrawal Policy, AA-15: Dates, signatures, high demand courses, fraudulent signatures, and backdated withdrawals (correction for graduate students).**

Sherri Stepp - Update

* Few comments were submitted regarding the proposed changes.
  + The word “dynamic” was removed from the proposal as it relates to the dynamic form process. It now says “electronic form.”
  + Language was updated to include individual course withdrawals in terms other than regular semesters. Revised to state: “5 instructional days prior to the last day of class in any semester or term…”
  + Language was also added to address total withdrawals after the end of the second 8-week term: “Students enrolled in a first 8-weeks course(s) and totally withdraw from the University after the last day of the first 8-week term will still earn grades for the first 8-week term.”
* Recommendation due to BAPC by January 3 for January 10 executive committee.

**Backdated Withdrawals**

Sherri Stepp

* Please consult with financial aid before approving/requesting a backdated withdrawal.
* Backdated withdrawals should be limited and should typically be for error corrections.

**Informational Item – Additional Blackboard Information**

Sherri Stepp

* **After the November meeting, Andrew Gooding had some additional questions about Blackboard availability after the course ends. Questions related to availability in the case of grade appeals, etc.** 
  + From Bob Hall: Courses remain open and available for 11 days after grades are due at which point they automatically close and students can no longer access them.  We keep 1 year of courses on Blackboard which we can reopen if necessary.  After that courses are archived and moved off line.
* **Additional question: For the student to get access later on who should they reach out to at IT, and is there an approval process? I assume that they can’t make any changes at that point, it is view only.**
  + From Bob Hall: I typically get requests for this through the Design Center’s ticketing system.  I think there is a form for this but I honestly am not entirely certain.  Technically if I reopen a closed course a student can interact with the course but everything is time stamped.  If a professor set date limits on assignments those would still be in effect as well.  A professor can make changes at their discretion.