**Agenda**

**Associate/Assistant Deans Council**

**Thursday, November 18, 2021**

**CONTINUED/DEFERRED AGENDA ITEMS**

**Withdrawal Policy**

Brian Morgan

**Proposed Changes to Course Withdrawal Policy: Signatures, high demand courses, and backdated withdrawals (correction for graduate students).**

Brian Morgan

**Current Policy**: The withdrawal signature requirement is included in **MU BOG Policy N. AA-15 (2.1.1) Course Withdrawal** (<https://www.marshall.edu/board/files/MUBOG-AA-15-Course-Withdrawal-2020-06.pdf>).

**Current policy as posted on the Registrar’s website:**

* 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**. **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.**
* E-Course Withdrawal Period: The withdrawal policy for e-courses parallels that for regular courses. A student can withdraw from an individual e-course through 2/3 of the official course length. After that time, only a complete withdrawal from the university is allowed. The refund policy for e-courses also parallels that of regular courses.
* 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Classes that meet 4:00 p.m. or after, off-campus, **or online do not require instructor signature** and may be withdrawn in person at the Office of the Registrar or by sending an e-mail from the student’s MU e-mail address to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.**

As stated above:

* Advisor signatures are not required for withdrawals, even if there is an advising hold.
  + Dean/AD signature required for probation students.
* **For daytime courses, an instructor signature is required for an individual course withdrawal.**
* **For web and evening courses, the instructor signature is not required**.
* Instructor signatures are not required for total withdrawals.
  + We have established a separate total withdrawal policy and procedures that is primarily handled by college advisors.

The Office of Undergraduate Advising and the Advising Council supports the proposed change.

*If the AD Council supports the proposed recommendation, Brian will submit to BAPC where it will be evaluated before forwarding to Faculty Senate for approval.*

In addition, some other proposed changes are included:

2.2.1 – an updated for high demand courses

2.7.1 – relates to 2.1.1, so it must match.

2.9.2 – needs to match our current graduate structure.

**IMPORTANT NOTE: The Office of the Registrar is in the process of developing a student-initiated dynamic form for approving a withdrawal. The process will be adapted to reflect the proposed changes, if approved.**

**NEW AGENDA ITEMS**

**Informational Item – Blackboard Accessibility**

(*Information obtained from Diana Adams and Bob Hall*)

Sherri Stepp

**Blackboard Accessibility** – Information Update

* When a student is withdrawn from a course, their submissions become inaccessible.
* Withdrawals from Blackboard occur overnight at 6:45pm.
* Grades and some feedback can be viewed in the Grade History.
* If a student is reinstated in a course, the grades, submissions, etc., are retrieved and available in the Full Grade Center.
* When reinstated, student access is available at the next running of enrollment scripts which start at 7:00, 9:00, 11:00, 14:0, and 18:00.

**Career Champions Work Group**

Cristina McDavid

**MARSHALL UNIVERSITY BOARD OF GOVERNORS**

**Policy No. AA-15**

**COURSE WITHDRAWAL**

**1 General Information.**

1.1 Scope: Academic policy regarding students dropping courses, high demand courses, and withdrawing from the institution.

1.2 Authority: W. Va. Code §18B-1-6

1.3 Passage Date: June 25, 2020

1.4 Effective Date: June 25, 2020

1.5 Controlling over: Marshall University

1.6 History: SR 90-91(144)296(ASCR), SR 92-93(127)273(ASCR), SR 96-97(4)70R(BAPC), SR 96-97(17)82(BAPC/SCWC), SR 96-97(53)119B(BAPC); Revised: 2/20/2020 and 6/25/2020

**2 Policy**

2.1. Dropping of Courses

2.1.1 *A student who wishes to withdraw from an individual course after the schedule adjustment period must ~~first secure the instructor’s signature and then present the request to the Registrar in person, by email, or by mail. Students on academic probation must have approval from the student’s academic associate dean in order to drop a course. If the request is made in person~~, submit an electronic/dynamic Course Withdrawal Request Form linked on the Office of the Registrar website and the Undergraduate Advising website. ~~a drop form bearing the signature of the instructor or the department chair must be submitted to the Registrar’s Office. Requests by email must be sent from the student’s MU email account. For mailed requests, the postmark will be the official date of withdrawal. In cases where the student is unable to secure the instructor’s physical signature, instructor permission may be obtained via email. The instructor’s Department Chair may sign in lieu of the course instructor.~~ The Course Withdrawal Request Form initiated by the student will provide options for the student to acknowledge prior advising, request advising, or deny advising. Requests initiated by students on academic probation will be electronically forwarded to the advisor, associate dean/dean, or other designated college official as approved by the Office of the Registrar for approval. Upon advising, if requested, and/or college permission, the withdrawal will be processed by the Office of the Registrar effective the date of the student’s initial submitted request. Student, Office of the Registrar, advisor, associate dean/dean, and/or other designated college official will receive notification of course withdrawal.*

There was additional discussion about the dynamic form process.

* When explained that the student would have the option to be advised, Dr. Michaelson asked about the notification going to an advisor because his CECS faculty advisors may not ever respond. We indicated that colleges would be given the ability to choose who received the email from the form submission.
* There would be two different notifications. First, there would be a notification to the designated college official if the student wishes to be advised prior to the drop.
* There would be another notification to the designated college official once the drop is completed.
* There was a request that the instructor also be notified of the drop after the fact.
* The AD or designated official will be notified for probation students.
* Nancy Lankton suggested that the we had a survey to ask the student why they were dropping the course. There was general agreement that this was a good idea and would provide good data on individual course withdrawals. (In the past, the Registrar’s Office administered surveys on total withdrawal. The TW process has now also been updated.
* The dynamic form will also have to identify AT (athletic) holds to prohibit dropping below FT status
* Will other holds come in play?

2.2 High Demand Course Withdrawal Policy

2.2.1 Any student who withdraws during the “W” period from a course identified as a “high demand” course shall not be allowed to pre-register for the course for the following semester during advance registration.  ~~until a week prior to the first day of class.~~ Updated listings of high demand courses are available from the Office of the Registrar.

2.3 Total Withdrawal from the University

2.3.1 Total Withdrawal from the University is defined as dropping all classes for which a student is registered. A student who wishes to totally withdraw from the university must first secure the 2 Policy AA-5 signature of the Director of Student Success and then present the request to the Registrar in person, by email, or by mail. If the request is made in person, a drop form bearing the signature of the Director of Student Success must be submitted to the Registrar’s Office. Requests by email must be sent from the student’s MU email account. For mailed requests, the postmark will be the official date of withdrawal. In cases where the student is unable to secure the physical signature of the Director of Student Success, permission may be obtained via email.

2.4 Grades Assigned in Cases of Dropping Courses or Total Withdrawal from the University

2.4.1 In all cases of dropping courses or total withdrawal from the university the instructors will report grades as follows:

2.4.1.1 A student dropping courses or totally withdrawing from the university on or before the tenth Friday after the first class day of the regular semester will receive a grade of “W”. For eight-week courses, summer sessions and other courses of varying lengths, the “W” period ends on the Friday immediately following the two-thirds point in the course. Exact “W” dates are identified in the annual university Academic Calendar.

2.4.2 A “W” grade (withdrew) will have no bearing on the student’s grade point average, but may affect a student’s Satisfactory Academic Progress (SAP) for purposes of financial aid.

2.4.3 Students who drop courses without approval, or who do not follow regulations provided in the preceding paragraphs, receive a grade of “F” at the end of the semester.

2.5 Final Date for Dropping an Individual Course or Totally Withdrawing from the University

2.5.1 The final date for dropping an individual class is the tenth Friday in a regular term. The last date for complete withdrawal from the university is the last day of classes. In both cases, “W” grades are assigned.

2.5.1 The final date for dropping an individual class is two weeks (14 calendar days) from the end of a regular semester ~~the tenth Friday in a regular term~~. The last date for complete withdrawal from the university is the last day of classes. In both cases, “W” grades are assigned.

2.6 Military Service

2.6.1 Men and women called to active duty in the armed services of the United States are granted full refund of fees, but no credit, if the call comes before the end of the first three-fourths of the semester or term; and full credit, but no refund of fees, is granted if the call comes thereafter. Credit, as described above, will be granted only in those courses in which the student is maintaining a passing mark at the time of departure to military service. The term “called to active duty” is herein defined as being called to active duty as the result of the federal activation of a total reserve component, National Guard unit, or any portion thereof which involves a particular student or an individual who is a bona fide member of the reserve component or a National Guard unit. The final grades, both passing and failing, for three fourths of a semester or more are to be shown on the student’s permanent record card.

2.6.2 NOTE: It is extremely important to direct students with questions regarding military activation to the Registrar’s Office, which certifies students for educational benefits. The Registrar’s Office is required to notify the Veteran’s Administration when students receiving educational benefits are activated for military service.

2.7 Illegal Dropping of Classes

2.7.1 *When a single class is dropped and the withdrawal form contains a fraudulent ~~instructor~~ advisor or designated college official signature, the action is nullified, and the instructor will be asked to* *assign an appropriate final grade. ~~In those instances where a drop-date appears on an instructor’s grade sheet and the instructor’s records do not indicate that a drop-slip was signed, the instructor may question the validity of the drop in the Registrar’s Office at the time grades are submitted. Then it can be determined whether the signature is valid or not, and the instructor can supply the grade that is appropriate for the~~ ~~situation.~~*

2.7.2 In cases where a fraudulent instructor signature is submitted on a course withdrawal form, an Academic Dishonesty form should be submitted to Academic Affairs by the instructor, chair, dean, or appropriate university official.

There was discussion about this portion of the proposed text. Since the dynamic form would be implemented, the opportunity for a fraudulent signature is eliminated. Anyone participating in the withdrawal process must use the University’s single sign on process for identification.

2.8 Medical or Emergency Withdrawal

2.8.1 In cases when students withdraw from the university for medical reasons, their request for total withdrawal must be supported by certification from the attending physician. In order to be readmitted after this total withdrawal, the student must provide a letter and supporting documentation from the attending physician indicating that the student is able to return. Confidentiality will be maintained at all times except on a need-to-know basis.

2.8.2 In cases when students withdraw from the university for emergency reasons, their request for total withdrawal must be supported by appropriate documentation related to a catastrophic situation. In order to be readmitted after this total withdrawal, the student must provide supporting documentation indicating that the student is able to return. Confidentiality will be maintained at all times except on a need-to-know basis.

2.8.3 Requests for medical or emergency total withdrawals from the university or from an individual class will be handled on a case-by-case basis through the Assistant Dean of Students for Advocacy. Students who receive a medical or emergency total withdrawal shall receive a grade of “W.”

2.9 Backdated Withdrawal Procedures

2.9.1 In those rare instances when a backdated withdrawal from a class (or classes) is justified, the following guidelines must be followed:

2.9.2 For undergraduate and graduate students, the applicable dean is the academic college dean. ~~For graduate students, the applicable dean is the Dean of the Graduate College.~~ Before determining a date of withdrawal, the applicable dean will consult with the Financial Aid Office. If a student has received a loan or other financial aid (federal, state, or institutional) predicated upon full or parttime enrollment, the student may have to repay the university before he/she can be backdated out of the class. Establishing the appropriate withdrawal date is important in terms of institutional policy.