



28 November 1997

MEMORANDUM

TO Members, University Senate

FROM University Senate Council

RE AGENDA ITEM: University Senate Meeting, Monday, 8 December 1997 at 3:00 PM. Proposal to alter the procedures for granting retroactive withdrawals.

Retroactive Withdrawals\*

\*Retroactive withdrawals are defined as withdrawals initiated after the last day of classes for the semester.

**Recommendations**

1. The current system under which retroactive withdrawal requests are forwarded to the Chair of the University Senate Council for a decision should be abolished.
2. The University Senate create a Retroactive Withdrawal Appeals Committee made up of four faculty and one student, plus alternates, named by the Senate Council. A representative of the Associate Vice-President for Administration, Equal Opportunity Office, and a representative from the Assistant Dean of Students directing the Disabilities Resource Center, will serve as ex officio, non-voting members of the Committee.
3. Considerations of requests for retroactive withdrawals will be done using the following guidelines:
  - a. Typically, a student may withdraw from a given semester only if the withdrawal is from all classes.

- b. Requests for retroactive withdrawals may not be granted beyond one calendar year from the last day of class for the semester for which the withdrawal is requested.
  - c. Retroactive withdrawals may be granted only when the student has demonstrated satisfactory evidence that the student has incurred:
    - A serious injury or illness
    - Serious personal or family problems
    - Serious financial difficulties
    - Permanent disability verified by the Disability Resource Center and diagnosed after the semester in question
4. A uniform process should be adopted for all retroactive withdrawals
- a. The student first files the request, including appropriate documentation with the Dean of the student's college in which the student was enrolled at the time the classes were taken. It is recommended that a uniform form be adapted. A model form for the Senate to consider is that currently used by the College of Arts & Sciences. (See attached sample.)
  - b. The Dean makes a recommendation for approval or disapproval of the request and forwards the recommendation to the Senate Committee. (See item 2 above.)
  - c. The Committee normally renders a decision within 30 days of receipt of the recommendation from the Dean and shall forward all approved requests to the Office of the Registrar for implementation. The student shall have the right to appear in person before the Committee to present his or her request and shall have the right to be represented by an attorney or other designated individual.
  - d. The Committee shall forward a copy of its decision--whether the request is approved or not--to the Dean of the student's current college and to the Dean of the college in which the student was enrolled at the time of the retroactive withdrawal, if different from the current college. As provided under University Senate Rules 5.1.8.3, the Dean shall notify the instructor of the committee's decision.

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Rationale: The Senate Rules do not permit withdrawals after the last day of class for the semester. If retroactive withdrawals are to occur, the Rules should recognize this and specify the process by which they will be granted.

At present, different colleges follow different procedures, use different forms and even apply different standards for consideration. A uniform process would ensure greater fairness.

Note: If approved, the proposal will be forwarded to the Rules Committee for codification.

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Implementation Date: Fall, 1998

Attachment

US Agenda Item: Retroactive Withdrawals, 12.8.97