

University Senate  
October 8, 2007

Clarification of “Drop” vs. “Withdrawal”

On Monday, September 17, the Senate Council unanimously voted to send the changes to *SR 5.1.8.1*, *SR 5.1.8.2* and *SR 5.1.8.3*, including the change from “This” to “Such withdrawal” in *SR 5.1.8.2.B.1*, to the Senate with a positive recommendation, to be effective immediately upon Senate approval.

***Recommendation: that the Senate approved the changes to SR 5.1.8.1, SR 5.1.8.2 and SR 5.1.8.3, including the change from “This” to “Such withdrawal” in SR 5.1.8.2.B.1 and make the changes effective immediately without further codification.***

**Proposal:**

**III. Proposed rule change to clarify the use of the terms “drop” and “withdraw”**

In codifying changes to the withdrawal period made by the Senate at its May 7, 2007 meeting, the Committee was confronted with interpretations and inconsistencies in Rules 5.1.8.1 through 5.1.8.3. In particular, the Rules refer to a student being “dropped” from a course if the student does not attend the first two class periods, and also refer to a student “withdrawing” from a course without a record of that course appearing on the student’s transcript if done during the first three weeks of the fall or spring semester. This latter action is normally considered by students as “dropping” a course; indeed, this time is usually referred to as the “drop period.” We decided to propose changes to clean up these three rules and to use the term “drop” only in its latter sense. New language is indicated by underlining, deleted language is indicated by [brackets], and the column entitled “Notes” provides helpful background. A “clean” version follows.

Proposal	Notes
<p><b>5.1.8 WITHDRAWAL AND REMOVAL: TIME PERIODS AND GRADES[: GRADES FOR STUDENTS WHO WITHDRAW OR ARE DROPPED]</b></p> <p><b>5.1.8.1 Unilateral removal for failure to attend first two class periods.[General Rule:]</b> Students who miss the first two class periods of a course without notifying the department of their intention to attend may be reported by the department to the dean who shall [drop the students from the course] <u>remove the students from the class roll</u> and notify the Registrar. The Registrar will inform such students that they have been [dropped] <u>removed</u>. The students will have no record of the class appear on their transcripts. (US:12/12/77; US: 9/20/93)</p>	<p>Remove the word “dropped” from the caption and refer generally to withdrawal and removal. The caption refers to grades because Rule 5.1 generally deals with grades.</p> <p>Change the title from “General Rule” which was not appropriately descriptive; remove the term “drop” and “dropped.”</p>
<p><b>5.1.8.2 Unilateral withdrawals :</b></p> <p><b><u>A Time Period.</u></b> Any student may withdraw from any class (except for those used to meet the Writing Requirement) during the withdrawal period which is defined as the period prior to and including the[: [US: 2/12/82; US: 9/12/94; US 4/10/00]]</p> <p><b>(1)[a.]</b> end of the ninth week for fall or spring semester; and through the end of the twelfth week for students who (i) were enrolled full-time for the first time at UK in or after summer 2007, (ii) have consulted with an advisor prior to withdrawing and (iii) are withdrawing for a term ending before June 2010. [ US 5/7/07]</p> <p><b>(2)[b.]</b> third day of the fifth week for eight week summer session/term</p> <p><b>(3)[c.]</b> second day of the third week for four week summer session/term. (US: 2/12/82; US: 9/12/94; US 4/10/00)</p>	<p>Add subdivisions (A) and (B) to divide the rule into the time periods and the grading policies for each period.</p>
<p><b><u>B Grade received</u></b></p> <p><b>(1) No record:</b> Students who withdraw within three (3) weeks from the beginning of classes in the fall or spring semester (or a proportionate amount of time in the summer term/session or other courses of less than a full semester's duration) will have no record of the class appear on their transcripts. <u>Such withdrawal</u><del>This</del> is also known as “dropping a course.”</p> <p><b>(2) Grade of W:</b> Students who withdraw during the remaining portion of the withdrawal period will receive the grade of W which will appear on their transcripts. (US: 9/12/94)</p> <p>[* The midpoint of the semester is calculated from the first day of classes to the last day of classes, excluding academic</p>	<p>Add sub-captions (1) and (2)</p> <p>Add a sentence to make clear the usual meaning of “drop.”</p> <p>This interpretation is no longer needed, as</p>

Proposal	Notes
<p>holidays and not including final exam period. [RC: 2/10/87]]</p> <p><b>5.1.8.3 Permissive withdrawals.</b> A student may withdraw from a class, or from the University, after the withdrawal period in Rule 5.1.8.2(A) but through the last day of classes for the semester/session/term upon approval by the dean of the student's college of a petition certifying urgent non-academic reasons including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Illness or injury of the student;</li> <li>2. Serious personal or family problems;</li> <li>3. Serious financial difficulties; or</li> <li>4. <u>Having excused absences in excess of one-fifth of the class contact hours in a course where attendance is required or is a criterion for a grade, pursuant to Rule 5.2.4.2.</u></li> </ol> <p>Before acting on such a petition, the dean will consult with the Instructor of Record of the class. The dean may not delegate the authority to approve or deny a petition to withdraw to the University Registrar or to any other agency external to his or her college. If such a petition is approved by the dean of the student's college, the dean shall inform in writing the Instructor of Record of the class of his/her action, and the student shall be assigned a grade of W. (US: 9/10/79; revised US: 4/11/83)</p> <p>[A student may also petition the dean of the student's college to withdraw from a class during the latter half of the semester/session/term if he or she has excused absences in excess of one-fifth of the class contact hours in a course where attendance is required or is a criterion for a grade (see V. 5.2.4.2). [RC: 11/20/87]]</p>	<p>the "midpoint" of a semester is no longer a relevant withdrawal or drop deadline.</p> <p>Add a reference to the new subdivision (A) in the above rule.</p> <p>This codifies the Rules Committee interpretation stricken below. Rule 5.2.4.2 provides that an instructor may require a student to take an "I" or petition for a "W" if excessive excused absences are accrued.</p> <p>This is moved to (4) above.</p>

“Clean” version

## 5.1.8 WITHDRAWAL AND REMOVAL: TIME PERIODS AND GRADES

**5.1.8.1 Unilateral removal for failure to attend first two class periods.** Students who miss the first two class periods of a course without notifying the department of their intention to attend may be reported by the department to the dean who shall remove the students from the class roll and notify the Registrar. The Registrar will inform such students that they have been removed. The students will have no record of the class appear on their transcripts. (US:12/12/77; US: 9/20/93)

### 5.1.8.2 Unilateral withdrawals :

**A Time Period.** Any student may withdraw from any class (except for those used to meet the Writing Requirement) during the withdrawal period which is defined as the period prior to and including the:

(1) end of the ninth week for fall or spring semester; and through the end of the twelfth week for students who (i) were enrolled full-time for the first time at UK in or after summer 2007, (ii) have consulted with an advisor prior to withdrawing and (iii) are withdrawing for a term ending before June 2010. [ US 5/7/07]

(2) third day of the fifth week for eight week summer session/term

(3) second day of the third week for four week summer session/term. (US: 2/12/82; US: 9/12/94; US 4/10/00)

### B Grade received

(1) **No record:** Students who withdraw within three (3) weeks from the beginning of classes in the fall or spring semester (or a proportionate amount of time in the summer term/session or other courses of less than a full semester's duration) will have no record of the class appear on their transcripts. This is also known as “dropping a course.”

(2) **Grade of W:** Students who withdraw during the remaining portion of the withdrawal period will receive the grade of W which will appear on their transcripts. (US: 9/12/94)

**5.1.8.3 Permissive withdrawals.** A student may withdraw from a class, or from the University, after the withdrawal period in Rule 5.1.8.2(A) but through the last day of classes for the semester/session/term upon approval by the dean of the student's college of a petition certifying urgent non-academic reasons including but not limited to:

1. Illness or injury of the student;
2. Serious personal or family problems;
3. Serious financial difficulties; or
4. Having excused absences in excess of one-fifth of the class contact hours in a course where attendance is required or is a criterion for a grade, pursuant to Rule 5.2.4.2.

Before acting on such a petition, the dean will consult with the Instructor of Record of the class. The dean may not delegate the authority to approve or deny a petition to withdraw to the University Registrar or to any other agency external to his or her college. If such a petition is approved by the dean of the student's college, the dean shall inform in writing the Instructor of Record of the class of his/her action, and the student shall be assigned a grade of W. (US: 9/10/79; revised US: 4/11/83)