

## Brothers, Sheila C.

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**From:** Bird-Pollan, Jennifer  
**Sent:** Thursday, December 3, 2020 10:15 AM  
**To:** Cramer, Aaron M.; Brothers, Sheila C.  
**Cc:** Donovan, James M.; Coleman, Bob; Kirn, John A.; Yost, Scott; Sizemore, Michelle R.; Scott, Leslie; Swanson, Azhar B.; Troland, Thomas H.; Wright, Allison S.; Weber, Annie; Osterhage, Jennifer L.  
**Subject:** Re: SAASC Recommendation Regarding SRWAC Provisions

Dear Sheila and Aaron,

The SAASC reviewed the SRWAC proposed rule changes today, with special attention to the questions and concerns raised by the Senate Council on 3/2/2020. We have made some small changes to the proposed changes in SR 5.1.8.5 to help with clarity. All other changes were confirmed again by the SAASC as reasonable and furthering the goal of efficiency and equity in the work of the SRWAC. The attached documents were approved unanimously by the committee today, with the changes approved to be effective immediately.

Sincerely,

Jennifer Bird-Pollan

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**1.4.3.43 Senate Retroactive Withdrawal Appeals Committee (SRWAC) [US: 12/8/97]**

**A.** The SRWAC shall consist of four members of the University Faculty and one student, plus a sufficient number of alternates, named by the Senate Council. A representative of the Associate VP for Employment Equity, a representative of the Counseling and Testing Center, a representative from the Advising Network, and a representative from the Assistant Dean of Students directing the Disability Resource Center, will serve as *ex officio* nonvoting members of the Committee. When possible, at least one member shall have a medical background<sup>[WAS1]</sup>.

**B.** The Committee shall decide all student requests for retroactive withdrawals as provided by SR 5.1.8.5.

~~**C.** The Committee shall hear any appeals arising from the Community of Concern's~~<sup>[WAS2]</sup>  
~~decision to impose an Involuntary Medical Withdrawal, as provided by AR 4.12.~~

### 5.1.8.5 Retroactive Withdrawal

Withdrawals initiated after the last day of classes for the semester are governed by this rule.  
[US: 12/8/97; US 4/12/99]

#### A. Requirements

1. Typically, a student may withdraw from a given semester only if the withdrawal is from all classes. Advisors should discourage the submission of requests for partial withdrawals.

\* In the exceptional circumstance that a student submits a request to the Senate's Retroactive Withdrawal Appeals Committee (SRWAC) for a partial retroactive withdrawal, the criteria to grant such an unusual request shall be higher than for a more ordinary full withdrawal. Should the request be denied by the SRWAC, the student retains a standing to then [DJ1][WAS2]submit a different request to the SRWAC for retroactive withdrawal from all classes. The act of submission of the second request does not constitute an improper 'appeal' to the SRWAC of the SRWAC's prior decision. [SREC: 6/8/2006]

\* For a request for partial withdrawal to be facially sustainable, the student statement must clearly explain why the circumstances that merit the withdrawal were limited to only a few courses.

2. A grade of E or XE assigned as a result of an academic offence may be changed to a W only by a petition to the University Appeals Board and only after a retroactive withdrawal for the semester in which the E was assigned is granted. In evaluating such petition, the student must demonstrate that the hardships enumerated in item (4) below also resulted in the academic offense in a manner that the student's culpability is severely diminished as a result. [US: 4/10/2006]

3. The SRWAC may consider petitions to withdraw only from a semester in which all grades are final. It may not consider withdrawal from a course for which the current grade is an I, or otherwise incomplete. [DJ3] Students with I grades for courses in the semester for which they are seeking a retroactive withdrawal should work with faculty members to change the I grade to a letter grade before seeking the retroactive withdrawal.

4. Requests for retroactive withdrawals shall be made of the Dean of the college in which the student was enrolled at the time the classes were taken. Students classified as Undeclared at the time the classes were taken may request a retroactive withdrawal of the Dean of their current College, the College where they last attended or the College where they plan to attend. [WAS4] The complete request shall be made before a student has graduated and not later than two calendar years from the last day of classes for the semester for which the withdrawal is requested. The fully complete request shall be submitted using the University Senate Retroactive Withdrawal Application, which includes a form on which an instructor can offer feedback, along with the documentation required by the University Senate as described on that form (<http://www.uky.edu/universitysenate/forms>). [US: 4/9/07; 5/7/2007]

\* "Two calendar years" means two consecutive periods of 365 days (or 366 if leap year) from the last day of classes for the semester for which the withdrawal is requested. [SREC: 5/19/2009][DJ5][WAS6]

5. Retroactive withdrawals may be granted only when the student has demonstrated satisfactory evidence that the student has incurred:

- (a) a serious injury or illness;
- (b) serious personal or family problems;
- (c) serious financial difficulties; or
- (d) permanent disability verified by the Disability Resource Center and diagnosed after the semester for which the withdrawal is requested.

6. Retroactive withdrawal from a class in which an XE or XF has been imposed shall not be granted.

## B. Procedure

To the extent possible, the following procedures shall be uniform throughout the University:

1. The presence of a hold on a student's record shall have no effect on the submission, receipt, transmission, or review of an appeal for a retroactive withdrawal. [US: 5/7/2007]

2. The Dean shall recommend approval or disapproval of the request and shall forward the recommendation to the SRWAC, normally within 30 days of receipt of the petition and all supporting documentation. It is within the purview of the Dean to waive the requirement that a student must submit an Instructor Feedback Form(s) for reasons such as unavailability of the instructor or hardship on the student. If the Dean waives the submission of the Instructor Feedback Form(s), the justification must be included in the Dean's letter recommending approval or disapproval of the retroactive withdrawal appeal. [US: 5/7/07; US 5/8/2008]

The SRWAC shall rule on the request based on the submitted file, normally 30 days from receipt of the petition and all supporting documentation from the Dean. [WAS7]

3. 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. If the SRWAC ~~in its initial review~~ votes to approve the request based on its review of the file, then the personal appearance shall be unnecessary. [DJ8]

4. The SRWAC shall forward all approved requests to the Office of University Registrar for implementation.

5. The SRWAC shall forward a copy of its decision - whether the request was 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. The Dean of the student's current college shall notify the student and Instructors of Record of the SRWAC's decision.

- \* There is no provision in the retroactive withdrawal process prescribed in the Senate Rules for a dean to block, overturn, or appeal a SRWAC decision. [SREC: 4/14/2006]
  
- \* There is no 'cause of action' within the Senate Rules for appeal of the SRWAC's decision to either an administrator or to another University committee, except if the student attempts to make a case that the SRWAC's actions had constituted a violation of the academic "rights" of the student. In such a case, the cognizant entity to receive and entertain such an appeal is the University Appeals Board (see SR 6.5.1.2). [SREC: 4/14/2006]

RWAC Proposals	Proposed changes	Rationale	SAASC Thoughts	Action
1: Changes to SR 1.4.3.4	Changes to Section A	Adds language to indicate whenever possible a member of the RWAC have a medical background	agree	approved
2: Changes to SR 5.1.8.5	Changes to Section A: Requirements	Section 1: adds language to discourage partial withdrawals and set more stringent standards for consideration for partial withdrawals	This is "existing practice" the verbage is just to clarify to all on campus that partials are unlikely to be approved.	approved
		Adds a New Section 3: adds wording to remove uncertainty about courses with a grade of an "I" only retroactively withdraw from completed courses	agree	approved
		Section 4: adds language to establish a time limit of 3 years that cannot be waived by the RWAC thus ending the open-ended appeals process.	SAASC felt 2 yrs adequate and any additional words by removed, as well as the language for waiver	approved
		Additionally small formatting changes	agree	approved
	Changes to Section B: Procedure	Section 3: adds wording to help expedite the process and clarify the role of the RWAC to review the file NOT assist in its construction	SAASC moved 1st sentence (advisor is responsible to help) to the instructions section of form and strike the 2nd sentence	approved
		Section 4: adds language that would impose time limits for length of appearance and allow approval without personal appearance	SAASC decided to strike the 1st sentence and keep the 2nd	approved
		Additionally small formatting changes making 6 sections instead of 5	agree	approved
3: Changes to RWA Form	Part 1:	Langauge to inquire about application for summer courses and dates	agree	approved
		Additional question: Have you previously applied for a retroactive withdrawal	agree and SAASC added an additional line for a place to add dates of previous applications	approved
		Formatting changes to instructions to student	agree	approved
		If change to SR5.1.8.5 section 4 is approved the wording in "when to apply will need to be changed from two years to three.	N/A because we kept the time at 2 years	N/A
SAL Proposal	Proposed changes	Rationale	SAASC Thoughts	Action
1: Changes to SR 5.1.8.5	Changes to Section A: Requirements	Section 3: This proposal was intended to give Undeclared students a different pathway for seeking an RWA	**The students classified as UNUS were previously apart of undergraduate education, a division which no longer exists. The proposal from Student and Academic life will allow flexibility for undeclared students-- allowing them to appeal through the college they currently attend classes, previously attended classes or plan to attend classes at a later date.	approved
		There will be formatting issues within this change due to above changes to SR 5.1.8.5 from RWAC ie, if both are approved it will in section 4	SAASC changed wording from UNUS to Undeclared	approved