

Resolution on Issues Related to Withdrawing from Courses

#19-08/09-EP – March 10, 2009

RESOLVED: That the Academic Senate of Humboldt State University recommends to the President that the attached *HSU Addendum to Executive Order 1037* take effect beginning in the Fall of 2009; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommends to the President that faculty be strongly encouraged to provide students, when possible, with graded feedback in every course *before* the census date (the last date to drop without a “W” being added to the transcript).

RATIONALE:

Background: Executive Order 1037 (August 1, 2009) places significant new restrictions on course repeats and withdrawals for undergraduate students. As a summary:

- 1) Students may withdraw from no more than 18 semester-units (between census and the final 20% of instruction, with a serious and compelling reason).
- 2) Students may repeat courses only if they earned grades lower than a C.
- 3) Students may repeat up to 16 semester-units with grade forgiveness.
- 4) Students may repeat up to an additional 12 semester-units with grades averaged.

1st Resolved: The language of Executive Order 1037 is unclear about when during the semester students may withdraw from courses or the university for catastrophic reasons. The HSU addendum to the policy: 1) defines “catastrophic withdrawal,” 2) clarifies that students may request these types of withdrawals at any time after census, and 3) creates a new grade “WC” for these catastrophic withdrawals.

For non-catastrophic withdrawals, a definition of serious and compelling is added to ensure that the same standards will be applied by all faculty and department chairs.

2nd Resolved: With these new more-stringent requirements, it is important for students to have feedback about their success in a course *before census* (when they may still drop with no penalty).

PASSED – April 21, 2009 – Academic Senate
APPROVED – May 14, 2009 – President Richmond

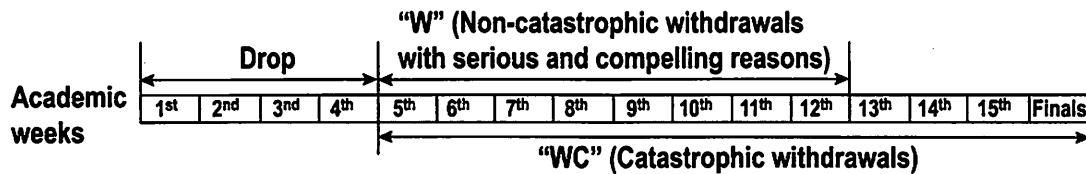
Electronic Distribution: All Division Vice Presidents ; Office of the Registrar; Dept. Chairs

**HSU Addendum to Executive Order 1037:
Clarification on Policies for Withdrawing from Courses**

Definitions and policies for different types of withdrawals:

- **Drop:** Disenrollment from a course before the census date. Not recorded on the student's transcript.
- **Withdrawal (W):** Disenrollment from a course after the census date but prior to the last 20% of instruction (the beginning of the 13th week of classes in the regular semester). Requires documentation of a "serious and compelling" reason for withdrawing, and must be approved by the faculty member teaching the course and the department chair. If granted, a grade of "W" appears on the student's transcript. EO 1037 limits undergraduate students to a total of 18 units with a grade of "W," effective Fall 2009.
- **"Serious and compelling" reason for withdrawal:** Examples include psychological problems, loss of care for dependents, inappropriate behavior of someone else in the classroom, and serious reversal in the student's financial situation. Documentation must be provided. (Note: reasons such as doing poorly in a class, taking too many units, being too busy to do the work, not liking the class, not knowing how or when to drop are *not* considered to be "serious and compelling.") In considering serious and compelling reasons, faculty and department chairs should give careful consideration to a student's extenuating circumstances while also following this rigorous definition of "serious and compelling."
- **Catastrophic Withdrawal (WC):** Disenrollment from a course or from the campus after the census date due to catastrophic events clearly beyond a student's control, such as severe illness or injury, being called to military service, consequences of the death of a close family member. Formal documentation of the event must be provided, and requests must be approved by the faculty member teaching the course, the department chair, and the appropriate college Dean or designee. If granted, a grade of "WC" appears on the student's transcript. Catastrophic Withdrawals do not count toward the 18-unit limit for withdrawals. This is the only category of disenrollment permitted during the last 20% of instruction (the beginning of the 13th week of classes in the regular semester).

Diagram showing when different types of withdrawals are permitted:



Merry Phillips

From: Rollin Richmond [Rollin.Richmond@humboldt.edu]
Sent: Thursday, May 14, 2009 1:42 PM
To: Merry Phillips
Cc: Saeed Mortazavi; Robert Snyder
Subject: Resolution on Withdrawing from courses

Dear Merry: I approve the recommendation of the Senate included in resolution #19-08/09-EP. Rollin

Rollin C. Richmond, President
Humboldt State University
Phone: 707-826-3311
Email: rollinr@humboldt.edu
Cell: 707-599-6699

Humboldt State University: Learning to Make a Difference. Visit us on the Web at www.humboldt.edu.

Merry Phillips

From: Merry Phillips [Merry.Phillips@humboldt.edu]
Sent: Wednesday, May 20, 2009 12:52 PM
To: 'Hillary Dashiell'; DepartmentChairs; Mary Greta; Burt Nordstrom; Kate Stroup; Lorraine Dillon; Lura Holtkamp; Melanie Miller; Robert Gunsalus; Robert Snyder; Steven Butler
Cc: Merry Phillips
Subject: Resolution on Issues Related to Withdrawing from Courses
Attachments: image001.gif; image003.jpg; image005.jpg; Resolution19-08-09-EPPASSEDApproved.doc



HUMBOLDT STATE UNIVERSITY

Academic Senate

MEMORANDUM

May 20, 2009

TO: All Division Vice Presidents
Office of the Registrar
Department Chairs
President's Office

FROM: Academic Senate Office

SUBJECT: Approved Senate Resolution

The attached "Resolution on Issues Related to Withdrawing from Courses" (#19-08/09-EP) was passed by the Academic Senate and approved by President Richmond.

Please share this information within your Division, as appropriate. If you have any questions, you may contact the Senate Office.

Merry Phillips, ASC
Academic Senate Office
Humboldt State University
Phone: 707-826-3657 * Fax: 707-826-3651
mbs7001@humboldt.edu