

Humboldt State University
University Senate

Resolution on Withdrawal after Census Policy

#01-13/14-APC – 9/16/2014– Second Reading

Resolved: That the University Senate of Humboldt State University recommends to the President that the revised *HSU Addendum to Executive Order 1037* take effect immediately.

Rationale:

Once census has passed, student withdrawal from classes is a complex process, especially when they withdraw from all their classes. Federal regulations require that when students withdraw from the university, we must return their financial aid funds within 30 calendar days, and we continue to have difficulty complying with that timeline. This policy will remove from the process a step that has proven to be unnecessary.

Currently, the Office of the Registrar receives the student's request for withdrawal, along with the required documentation and then notifies Student Financial Services and Financial Aid of the student's intention to withdraw. The Registrar then evaluates the documentation to see if it meets the criteria for Serious and Compelling circumstances or for Catastrophic circumstances; if the documentation is not provided or does not meet the criteria, the request is denied. If the documentation is provided and does meet the criteria, the Registrar notifies the appropriate Associate Dean (or Vice Provost, in the case of undeclared students). The Associate Dean or Vice Provost, in turn, emails the relevant faculty member(s) that the student has asked to withdraw from their class for a documented reason, and asks the faculty member to weigh in within three business days only if they object to granting the withdrawal. Three days later, the Associate Dean or Vice Provost approved the requests and notifies the Registrar. The Registrar then notifies Financial Aid, Student Financial Services, and the student that the request for withdrawal has been approved, and updates the record accordingly.

In the four years since the procedure was implemented, no faculty member, Associate Dean or Vice Provost has ever said "no". Indeed, it would be difficult to justify such a response in the face of documentation deemed adequate by the Registrar, who is responsible for its evaluation. Moreover, completing this process within thirty days, as required by federal law, has continued to be a challenge with the long chain of individuals which must be notified and provide approval.

Under the process outlined in this amendment to policy, faculty members will still be notified and given the opportunity to provide feedback (if necessary) when a student has withdrawn from their class(es) for a documented reason.