

RESOLUTION-POLICY

From: Dr. Eric Milou, Rowan University Senate President

To: Dr. Ali Houshmand, Provost

Date: 5/11/10

RE: Senate Resolution *101005-2*

WHEREAS, multiple forms are currently used for dropping and withdrawing from courses at different points in the semester;

WHEREAS, the current versions of these forms are not consistent with and not clearly distinguished from each other;

longer includes the drop function and 2) the Registrar's Office will only process withdrawals requested through the appropriate withdrawal forms after the drop/add period.

Further investigation of this situation revealed a great deal of confusion because of variations and inconsistencies in the forms, suggesting that a revision of the entire process would be helpful.

Key changes are described below. There are no substantive changes to the process or the policy; the revisions are mainly clarifications and updates.

Add/Drop Request Form:

Both late adds and late drops are subject to the same approvals. Separate forms must be submitted for each add or drop. (This might be a nuisance if the student is just switching sections, but too many problems are introduced if we assume this is the normal situation.)

The period during which this form is accepted by the Registrar is limited to two weeks.

Withdrawal Request Form:

All withdrawals are processed with the same form. The form is designed to clarify the specific time periods, outcomes, and forms of approval required for each one. The changes make clear that the hurdle is higher each time and that hardship withdrawals are not guaranteed.

Policy:

In both the form and the policy, we have given descriptive names to the types of withdrawal (Withdrawal, Late Withdrawal, and Hardship Withdrawal). The Late Registration Policy, which applies to adding courses after Drop/Add, has been incorporated into the Course Withdrawal System Policy, and the entire policy has been renamed Change of Registration Policy.

The following recommendations should be considered in implementing this policy:

- Deadlines should be clearly and prominently announced on the Registrar's website and every effort should be made by academic departments to disseminate this information to faculty and students.
- The deadlines for withdrawal from courses are based on a typical 15-week semester. Currently the deadlines for withdrawals from summer or CPCE courses, which run on shorter timeframes, are derived by estimating a pro-rated time period based on the 15-week standard. Specific deadlines and corresponding versions of the change of registration forms should be developed for summer and CPCE courses.
- The two-week limit on processing of late drop/add requests means that advisors, faculty, and staff need to ensure that students are assisted in a timely fashion. For example, students dropped from classes because of financial aid problems sometimes must spend days resolving their financial aid issues and reinstating their courses.

- The two-week limit should extend through the Tuesday of the second week after Drop/Add in order to accommodate changes of registration involving classes meeting only on Mondays.
- The Registrar should develop a process for storing drop/add and withdrawal requests and associated documentation for a reasonable period of time. Approvals should be audited periodically by the Provost's Office to ensure that the policy is being consistently and fairly applied across the University.

The following policy explains guidelines and procedures governing the following changes of registration:

- Adding a course after the Drop/Add Period
- Dropping a course
- Withdrawing from a course

This policy combines the previous Late Registration Policy (formerly the Hardship Registration Policy) and Course Withdrawal System Policy. The policy specifies required procedures and approvals for changes of registration. In all cases, the student is strongly urged to consult with his/her advisor(s) regarding the planned changes.

In recognition of the fact that there are circumstances that students may face from time to time that prevent 2 2 cm BT 1

Dropping a course after the Drop/Add period: In rare and compelling circumstances, students may need to drop a course after the Drop/Add period. These circumstances include situations where a student was unable to make changes to his/her registration in a timely fashion for one or more of the reasons cited above under "Adding a Course After the Drop/Add Period." In such cases, students may submit a *Student Request to Drop/Add a Course After the Drop/Add Period* (the same form that is used to add a course after

Acceptance:

_____ I give my approval. I have forwarded this item to _____ for implementation.

_____ No approval is actually needed. I have forwarded this item to the following individual or office for informational purposes only:

ADDITIONAL REVIEW NEEDED:

_____ I am willing to give approval if the following modification(s) are made:

_____ Before I can approve or reject this item, I need clarification on the following:

_____ I have forwarded this item to the following individual or office for further consideration and consultation.

Rejection:

