

MEMORANDUM

TO: Matt Hudelson, Executive Secretary
Faculty Senate

FROM: Becky Bitter, Registrar's Office

FOR: Academic Affairs Committee

DATE: 27 January 2021

SUBJECT: Proposal to Revise Rule 89, Final Grade Submittal, and Rule 70, Cancellation of Enrollment

At its meeting on January 26, 2021, AAC approved the following changes to Rule 89, Final Grade Submittal, and Rule 70, Cancellation of Enrollment.

The revisions below are prompted by a proposal from the Global campus which was approved by AAC and the Faculty Senate (on April 9, 2020). The effect of that proposal was to allow final grades to post to the transcript at the end of each summer session rather than holding the grades until the summer term was over.

The Registrar's Office, in consultation with the Global campus, is now proposing to update the timeline information in the rules. For Rule 89, the revision will allow final grades for shorter sessions to post to the transcript earlier (as is now true for summer session). For Rule 70, language has been added to state that shorter session courses have a prorated schedule for the cancellation of enrollment. Finally, the terminology "cancellation of enrollment" is being updated to "term withdrawals" to reflect the language in myWSU.

Rule 89

89. FINAL GRADE SUBMITTAL

Fall and Spring semester final grades will be submitted to the Registrar's Office by 5:00 p.m. ~~four days on the second working day~~ after the close of finals week. See <https://registrar.wsu.edu/academic-calendar/>.

Final grades for all other sessions will be submitted to the Registrar's Office by 5:00 p.m. four days after the last scheduled day of session. ~~on the second working day following the last day of Summer Session. Departments may be requested to submit final grades for summer courses earlier than the official submission deadline to facilitate grade reporting to students.)~~ See <https://learn365.wsu.edu>, under dates and deadlines.

Note: The timely submission of final grades results in accurate reporting of student information. Grades and the credits earned enable students to register for future courses or graduate on time. They are also used for determining financial aid and scholarships as well as academic deficiency or honors.

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Rule 70

70. TERM WITHDRAWAL CANCELLATION OF ENROLLMENT

Students who wish to withdraw from the institution and disenroll from all of their classes initiate a term withdrawal through the Registrar's Office website, <https://registrar.wsu.edu/term-withdrawal/>. ~~the cancellation through the Registrar's Office website, cancel.wsu.edu.~~ Students who withdraw from the current term may be entitled to an adjustment of all or part of their tuition (see <https://registrar.wsu.edu/tuition-adjustments/withdrawal/>). Students seeking to withdraw from a term ~~cancel their enrollment~~ after completing one or more courses may petition for an exception to the academic calendar deadlines in the event of extraordinary circumstances (see Rule 57).

For sessions that vary from the regular 15-week fall and spring semesters described below, a prorated schedule will be used to determine the term withdrawal deadline.

- a. Students withdrawing from all of their classes ~~canceled their enrollment~~ during the first four weeks of the 15-week fall and spring semester will have their permanent records marked "withdrew (date)." (Individual course enrollments will not be recorded.)
- b. Students withdrawing from all of their classes ~~canceled their enrollment~~ after the fourth week through the last day of instruction week Friday before final's week (i.e., the end of the 15th week for fall and spring, or according to a prorated schedule for summer term or shorter sessions) will have their permanent records marked "withdrew (date)," and a grade of W will be recorded for each course enrollment. These W grades will not be counted in the number of withdrawals allowed.

- c. Students on academic probation during the semester of their term withdrawal cancellation must obtain permission ~~of the Academic Success and Career Center to re-enroll.~~ from the reinstatement coordinator on their campus to re-enroll.

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At this time, Faculty Senate review and approval is recommended, to be effective fall 2021.