

MEMORANDUM

TO: Sheila Converse, Executive Secretary
Faculty Senate

FROM: Becky Bitter, Registrar's Office

FOR: Academic Affairs Committee

DATE: 17 February 2016

SUBJECT: Proposal to Revise Rule 57

At its meeting on February 16, 2016, AAC approved the following proposal to revise Rule 57 which governs petitions for exceptions to academic calendar deadlines. The revision strikes out the provision for withdrawals being granted by particular offices since those offices make recommendations but do not have direct authority to grant withdrawals. The revision also simplifies the timeframe for how long students have to submit a petition.

AAC understood that instructors are always consulted when a grade has been given and the petition is for an individual course withdrawal, and that instructors always have the final say about whether such a retroactive withdrawal may be granted by the petition committee.

**57. STUDENT PETITIONS FOR EXCEPTIONS TO ACADEMIC CALENDAR DEADLINES
AND WITHDRAWAL LIMITS**

Students may, with the payment of a service fee, petition for exceptions to the academic calendar deadlines (e.g., withdrawal after the deadline) or petition for withdrawal from an individual course after the student has used the maximum number allowed. Petitions are considered only in the case of extraordinary circumstances such as a medical emergency and require supporting documentation. Further information is available at the Registrar's Office website under the link for Petitions. ~~Withdrawal also may be granted for a course if the withdrawal is recommended by the Director of Health and Wellness Services, the Director of Counseling Services, the academic dean of the unit in which the course is taught, or the academic Vice Chancellor or his or her designee because of illness or other documented extenuating circumstances.~~

Undergraduate and professional students may petition through the Registrar's Office ~~or Office of Student Services~~. Graduate students may petition through the Graduate School.

Petitions Requests for exceptions to the academic calendar deadlines and withdrawal limits must be made within two years of the date of enrollment in the course. ~~Petitions for exception to the withdrawal limit must be filed by the end of the term in which the course was taken.~~

At this time, Faculty Senate review and approval is recommended, to be effective fall 2016.