

Drop and Repeat Survey – 2008-2009 Academic Standards Committee– March 12, 2009

Based on a request from Bill Follette, the 2008-2009 Academic Standards Committee further examined their recommendations for the Drop Policy and Repeat Policy. The following brief report provides the following: 1) A summary of Bill Follette’s recommendations, 2) The committee’s existing recommendations, 3) The results of the investigation, 4) A summary table of other institution and 5) a transcript of the committee’s email conversation. An appendix is also provided that provides details on the drop policies from other institutions.

1. Recommendations from Bill Follette included having a drop date following the final or at least after the 12th week, or giving the students an option to apply those 15 hours of repeat to either retake and replace or have the option to take a “W” for the class after the class.

2. Committees Existing Recommendations:

Drop:

- A) The withdrawal date should be extended to the end of the 9th week of the semester or, in the case of sessions of shorter length (wintermester; summer session) at a point 60% into the term.
- B) Devise a series of pop-up messages on ePAWS that are initiated when a student attempts to withdraw from a course.

Repeat:

- A) Extend the number of semesters a student has to repeat a course and use the grade replacement option from “the next regular semester in which the course is offered and the student is enrolled” to “within the next two regular semesters in which the student is enrolled. If the course is not offered within the next two regular semesters, the student must take the course the next time it is offered.”
- B) Change the current restriction on the repeat policy to “a maximum of four lower-division courses not to exceed 15 credits.”

3. Results of the Investigation: The committee feels strongly that the existing recommendations should stand. That having a drop date is important and consistent with other institutions.

4. Summary Table from Other Institution:

Institution	No Record	Drop: When, How	Record/Grade	Limit
UNR	2 nd Thursday	Through the 8 th week	W	None
UC, Davis	20 th day	Until final exam w/dean’s permission. Available in exceptional circumstances. \$3 fee.		Students are expected to graduate in 4 years. Minimum progress rules require students to average 13 passed units per quarter over their career. Students who are out of compliance are not in good standing and risk disqualification. Must

				petition to be part-time.
U of A	1 st 4 weeks	5-8 th week w/Change of Schedule Form w/instructor's signature. After 8 th week Chg. Form w/instructor & dean's signature.	W passing E not passing	None
U of Colorado	3 rd Wed.	Through 6 th week w/instructor's signature. Must be passing the class. After the 6 th week in exceptional circumstances w/dean's permission.	W	None
Colorado State	3 rd week	Through 8 th week.	W except Core Math & English courses for students with 60+ credits then a W turns to an F.	None. Students must complete Core English and math courses in their first 60 credits. Students out of compliance must enroll in the appropriate courses and may not drop.
Iowa State	5 th day	Through 10 th week on Schedule Change Form w/signature of instructor and advisor. A fee is assessed. After the 10 th week in very exceptional circumstances (clearly beyond the student's control).	X	5 drops allowed for students who entered as freshmen, excluding courses dropped in the 1 st term.
U of Nebraska, Lincoln	6 th day	Through 12 th week.	W	
Washington State, Pullman	30 th day	5 th -9 th week. A fee is assessed. After the 9 th week in exceptional circumstances; except for 2 uncontested withdrawals per UG.	W	UG 1998-2004: 6 UG 2004 forward: 4
Arizona State		Spring semester: classes started January 20 th ; course withdrawal deadline April 5 th		
Utah State		Spring semester: Classes began January 5; no dropping of classes permitted after March 31; between March 7-March 30 student can't drop on-line but must complete a late drop form		
Colorado State		The course withdrawal period closes at the end of the eighth week of the term		

5. Transcript of the Committee's Email Conversation

- A) I am opposed to extending the drop date beyond the 9th week and allowing a D/ F to be replace with a W. The original drop, 8th week, I believed was generous. The 9th was a fair compromise by all. The percentage of students who are unaware they are having trouble in a course would be fairly insignificant and extending the drop date would lower expectations. Allowing students to change

a D/ F grade to a W, is open to abuse by students. Here's a possible scenario: A student takes an elective course, not really needed for his/her degree, receives an F and then replaces it with a W. Hence, his/her GPA is not impacted at all. Also, if a W can be used to replace a D/F, it defeats the point of a grade replacement policy. My main argument against extending the drop date or allowing a D/ F to be replaced with a W hinges on fostering a "culture of completion", which I believe would be seriously undermined.

- B) It seems like we are mainly in agreement; I'll add my voice to the chorus. I would be OK with extending the drop date further still to 10 weeks, but would have problems with extending it beyond that for the reasons that others have eloquently expressed. Instructors have an obligation to let students know how they are doing early enough in the course, and students and instructors need to be on the same page with regard to expectations. If students do "F" work in a course (or more often this means lack of work as opposed to poor work), they should be prepared to accept the consequences and to learn from the experience. We have mechanisms in place for repeating a course and grade replacement.
- C) I think our recommendations on dropping/repeating courses are quite liberal and give students enough chances to improve their performance. Allowing a W after a student completes a course is open to abuse and could easily result in an overall lowering of academic standards. There's no compelling reason to change our original recommendations on these points (i.e., no substantial educational benefit to students).
- D) I have looked up the course withdrawal policies for four additional schools. I have yet to find anyone who extends it into finals. We would really be an anomaly if we let students withdraw from classes up until the end of the semester. Makes no sense.
- E) I was not happy about extending the drop date at all. I also voted for the 9 week deadline because it seemed a fair compromise between several of us who opposed moving it at all later, and the others who thought 2 weeks later would be good.
- The 12th week drop date idea seems centered on the population of motivated students (1) who don't realize they are blowing it in a class, until they take the first test, (2) have an epiphany, are ready and able and committed to completely change their approach, and (3) would be successful if they did, but (4) are forced to drop the class to play it safe because they don't have the opportunity to "road test" their new study regimen before the drop deadline. While the percentage of the population meeting each of those conditions varies a lot depending on the nature of the class, I believe the overall percentage is fairly insignificant.
- On the other hand, I see a serious downside to it. Our goal is to get students to successfully complete their courses. This means setting appropriate expectations and doing what we can to support them to meet those expectations.
- In the meatier courses, this means making a commitment early on. Having an "I can always withdraw at the end" fall back option does not inspire students to commit themselves to the classes.
- Here's another angle on this. I expect that a very late drop date would not change the DFW rate significantly, but would change more Fs to Ws. This has the effect that a student who is not making forward progress through their classes no longer goes onto probation or DQ status, but instead flounders around for several semesters not earning any credits. In the meantime, they don't get any intervention that we have put into place to help students who aren't succeeding.
- F) Some members of the committee including myself were reluctant to extend the drop period to the 9th week, but I voted for it so we would have a compromise. I would be reluctant to extend it any further. Perhaps some burden should be put on the instructor to let the students know early enough how they are doing in the course. Why string them along? Of course I am willing to listen to any argument.

APPENDIX: DROP POLICIES AT PEER INSTITUTIONS

Following are the course drop policies from the peer institutions identified in the 2002 Strategic Plan. The policies are excerpted from the current general catalogs of these institutions and/or their websites.

University of California, Davis

Adding and Dropping Courses

You can adjust your schedule by adding or dropping courses until the deadlines published in the *CSRG*.

The last day to add courses is the 12th day of instruction. The last day to drop courses without dean's permission or fee is the 20th day of instruction, except for those courses designated by departments as 10-day-drop courses. You need to obtain the permission of your dean and pay a \$3.00 fee to drop a designated 10-day-drop course after the 10th day of instruction or to drop any other courses after the 20th day of instruction.

The *CSRG* for each quarter lists the add and drop deadlines and explains how to use SISWeb to adjust your schedule and what add/ drop procedures and fees apply after the published deadlines. The academic calendar in the front of this catalog also lists the course add and drop deadlines.

Late Drop

To drop a course after the deadline (but before the day of the scheduled final examination), you need approval of the dean of your college or school. Graduate students must have their adviser's approval in order to drop courses. A \$3.00 fee applies to late drops. Permission to drop courses after the deadline may be granted only in exceptional circumstances.

Late Add

To add a course after the deadline (but before the day of the scheduled final examination), you need approval of the department. A \$3.00 fee applies to late adds.

Retroactive Drop

Occasionally, in exceptional circumstances, students are allowed to drop a course after the course is completed.

Reasons for seeking a retroactive drop are very specific: medical problems, severe emotional difficulties, or recent death or severe illness in the immediate family. Petitions are subject to approval by the Grade Change Committee of the Davis Division Academic Senate. Petitions are available from the Office of the University Registrar and should include a detailed account of the problem, appropriate documentation and an adequate explanation of why an *I* grade or late drop was not taken during the quarter in which the problem occurred.

The instructor's signature is required on the petition. A \$3.00 fee is applicable on all retroactive drops.

Retroactive Add

In some rare circumstances, students are allowed to add a course after the course is completed. Petitions are subject to approval by the Grade Change Committee of the Davis Division Academic Senate.

Petitions for retroactive adds are available from the Office of the University Registrar. Each petition must include the reason for the student's failure to add the course during the quarter in which it was offered. The petition must be supported by the instructor's signed approval, together with a statement from the instructor indicating knowledge of the student's participation and performance during the presentation of the course in question and the instructor's understanding as to the reason for the student's failure to add the course before the end of the quarter. A course grade must be assigned by the instructor. A \$3.00 fee is applicable on all retroactive adds.

University of Arizona

Do I need an Instructor/Dean signature to drop a course?

Fall and Spring semesters:

An Instructor's signature is not required during the first 4 weeks of the semester. However, during this time, students are encouraged to access [WebReg](#) to drop a course.

Course drops processed within those first 4 weeks of the Fall and Spring semester do not appear on a student's transcript.

During the 5th -- 8th week of the semester, [WebReg](#) is no longer available for course drops. Students are required to use a Change of Schedule form, with the Instructor's signature, to drop a course.

After the end of the 8th week of the semester, along with the Instructor's signature on the Change of Schedule form, an exception to the published dates and deadlines must be approved and signed by the student's College Dean's Office for course drops.

- Date specific information can be found in the Schedule of Classes, [Dates and Deadlines](#) page.

University of Colorado, Boulder

Drop/Add Deadlines

Specific drop and add deadlines for each fall and spring semester are listed on the registrar's web site at **registrar.colorado.edu**. Summer deadlines appear in the *Summer Session Catalog*.

1. Students are allowed to add courses through the add deadline with no authorization signatures required (second Wednesday of instruction in the fall or spring semester; the deadline varies in the summer). After the add deadline in fall and spring semesters, the instructor's approval is required to add a course through the "deadline to add a course without petitioning the dean" (third Friday of instruction), unless enrollment levels are reached earlier. Courses cannot be added after this deadline. In summer, courses cannot be added after the add deadline.
2. Students can drop courses through the drop deadline with no authorization signatures required (third Wednesday of instruction in the fall or spring semester; the deadline varies in the summer). Tuition and fees are not assessed for courses dropped by this deadline. After the drop deadline, the instructor's signature is required to drop a course through the "deadline to drop a course without petitioning the dean." The signature indicates that the student is passing the course; students who are failing their courses are not permitted to drop. Courses dropped after the drop deadline appear on the transcript with a *W* grade and no tuition adjustment is made.
3. After the "deadline to drop a course without petitioning the dean" (six weeks after classes begin in the fall or spring semester; the deadline varies in the summer), courses may not be dropped unless there are documented circumstances clearly beyond the student's control (e.g., accident or illness). In addition to obtaining the instructor's signature, students must petition their dean's office for approval to drop the course. Petitions normally are not approved after this date.
4. Students dropping all of their courses should refer to the Withdrawal Procedures section for more information.

Withdrawal Procedures

Students may withdraw from the university by filling out a withdrawal form in the Office of the Registrar, Regent Administrative Center 105, by sending a letter of withdrawal to Office of the Registrar, University of Colorado at Boulder, 20 UCB, Boulder, CO 80309-0020, by faxing a letter to **303-492-8748**, or by e-mailing **withdraw@colorado.edu** from the student's CU e-mail account.

In all terms, students are not permitted to withdraw after the last day of classes.

Failure to withdraw officially will result in a failing grade being recorded for every course taken in a term and makes a student liable for the full amount of tuition and fees for that term. For refund stipulations, see the withdrawal policy regarding tuition and fees, in this catalog.

Rules for withdrawing may vary with each college and school.

Students anticipating a withdrawal should consult with their dean's office and read the on the withdrawal information on the registrar's web site at **registrar.colorado.edu/students/withdraw.html** or in the *Summer Session Catalog* for specific withdrawal procedures.

More information is available in the Office of the Registrar, Regent Administrative Center 105, **303-492-8673** and on the Web at **registrar.colorado.edu**, or e-mail **withdraw@colorado.edu**.

Withdrawing students (including students applying for the Time Out Program) with Federal Perkins/NDSL loans must complete a loan exit interview before leaving the university. Failure to do so will result in a "stop" on your record. This stop will prevent you from receiving a diploma or an academic transcript of work at the university and from registering for future terms. In order to complete a loan exit interview, contact the university Student Loans department in the Bursar's Office at **303-492-5571**, or **1-800-925-9844**.

Students who withdraw from either a fall or spring semester and then wish to return to the university must either reapply for admission, or if eligible, go on the Time Out Program.

Colorado State University, Ft. Collins

Schedule Change and Drop Periods

Periods for changing schedules (adds, drops, changes of sections, grading options, or credits) are listed in the University Calendar at the front of this catalog and in the applicable on-line class schedule. Courses dropped during this period are not reflected on the student's academic record, and tuition and fees may be adjusted as a result.

Consult the appropriate on-line class schedule for course drop deadlines.

The course withdrawal period begins after the schedule change period and closes at the end of the eighth week of the term. A "W" (withdrawal) will be recorded on the academic record except in the case of the 60-credit English composition and mathematics requirements (see the All- University Core Curriculum section of this catalog). No

drops may be made after the schedule change period. See also Class Attendance Regulations in this section of the catalog. Tuition and fees will not be adjusted for drops during this period. See also Tuition and Fees Adjustments in the Financial Services for Students chapter of the catalog.

Courses taught in terms of less than 16 weeks are subject to proportionately shorter drop periods.

Students withdrawing from the University may not use the drop procedure to drop their last class, but must contact the Center for Advising and Student Achievement (CASA), Aylesworth Hall NE, 201. See also Withdrawal in this section.

Withdrawal from a Course

The course withdrawal period begins after the schedule change period and closes at the end of the eighth week of the term for most courses. A “W” (withdrawal) will be recorded on the academic record, except in the case of the 60-credit English composition and mathematics requirements (see the All-University Core Curriculum chapter of this catalog). See Schedule Change and Drop Periods under Registration/Schedule Changes in this chapter.

60-Credit Rule for Mathematics and Composition

Colorado State has a requirement that all students must complete their math and composition credits within 60 credits. More complete information on this policy may be found in the chapter on the All-University Core Curriculum (AUCC) of this catalog. Transfer credits do count toward this 60-credit rule. Students transferring 40 or more credits into CSU are advised that the math and composition requirements should either be met from transfer credits or are to be completed in the first semester at CSU.

Iowa State University

Drop Limit

Students are limited in the number of courses they may drop during their academic career.

(This refers to drops processed after the fifth day of classes of each semester.) Students who entered Iowa State University as freshmen are allowed to drop a maximum of five courses during their undergraduate career.

If they entered at a level above freshman classification or in the College of Veterinary Medicine, they are allowed to drop a maximum of four courses. Courses dropped during their first term at Iowa State are not included in this limit, nor does the summer count as a first term for this purpose. Students who enroll at Iowa State University as undergraduates after receiving a bachelor’s degree are permitted two drops.

Exceptions to the drop limit may be made for courses that must be dropped for reasons beyond the student’s control. These exceptions are granted only by the dean or other authorized person in the student’s college.

The number of drops students have left is indicated on their grade report (available on AccessPlus) each term.

Students are responsible for not exceeding their limit. Students who attempt to drop a course beyond the limit without special permission by the dean of the student’s college will continue to be enrolled in the course and will receive a grade at the end of the term.

Making Schedule Changes

Schedule Changes.

Students may make schedule changes through the first five days of class using the registration system. Procedures for schedule changes vary by the time period of the semester. The effective date of a schedule change is the date when the change is entered into the registration system.

Schedule change periods are as follows:

Period 1 ends on the fifth day of classes in the fall and spring semesters. Schedule changes during period 1 are free and do not require adviser signatures. Instructor or departmental approval may be required for adds or section changes for some courses during period 1.

Course drops during this period do not count toward a student’s ISU course drop limit, and will not appear on a student’s permanent record.

Schedule changes during period 1 may be processed through the AccessPlus registration system or by presenting a Schedule Change form to the Registrar’s Student Scheduling Office, 10 Alumni Hall.

Period 2 ends the Friday of week 10 in the fall and spring semesters. During this period, schedule changes require signatures of adviser and instructor and are processed on a Schedule

Change form. A fee is assessed for adds, drops, and section changes during this period.

Course drops after period 1 count toward a student’s ISU drop limit and appear as an X on the permanent record. A section change does not require a drop.

Drops and other schedule changes that are judged to be beyond the student's control may be processed as administrative actions if approved by the college dean. There is no fee for administrative schedule changes. Administrative drops do not count toward a student's ISU drop limit and do not appear as an X on the permanent record. The effective date of an administrative action is the date it is approved by the college dean. Period 3 is anytime after period 2. Schedule changes during this period are permitted only for extenuating circumstances, may require a written statement of support from the instructor and the student, and must be approved by the dean of the student's college.

Half-Semester and Partial Term Courses

Specific deadlines for adding and dropping half-semester courses are published in the university calendar. Prorated adjustments to add and drop deadlines are made for other partial term courses. To find out specific deadlines for partial term courses, contact the Registrar's Student Scheduling Office, 10 Alumni Hall, 294-2331.

R-Credit Courses (required courses)

Processing a scheduling change for a required course is usually considered administrative.

There is no fee for administrative schedule changes. Administrative drops do not count toward a student's ISU drop limit and do not appear as an X on the permanent record. To make a Period 3 R-credit drop administrative requires approval of the college dean.

University of Nebraska, Lincoln

Drop and Add. A student who has registered may drop or add classes for the *upcoming semester* after their initial registration. The drop-and-add period extends through the first six days of classes of the new semester. No courses may be added after the sixth day of the new semester without the written permission of the student's college and the instructor of the course.

After the first six days of classes, a student will have to pay a portion of the tuition for any course dropped (even if another course is substituted).

A student may drop a full-semester course without the instructor's permission through the twelfth week of the semester. All courses dropped after the second week of the term will be noted on the student's record with a W grade.

After the twelfth week of the semester no courses may be dropped.

Drop-add periods for summer session classes are adjusted appropriately based on their limited duration.

For complete procedures, dates, and regulations, see the *Schedule of Classes* and the *Summer Sessions Bulletin*.

Washington State University, Pullman

Repetition of Courses

Courses completed with a grade of C or above may not be repeated for credit or grade points.

Students may repeat courses in which they have received a grade of C- or below one time at WSU during fall or spring semesters. If a student repeats a course in which an I (incomplete) grade was received, the I grade will be changed to F.

When a student repeats a course and earns another grade, the series of repeats and grades will be retained on the student's official record. However, the last grade only shall be calculated in the cumulative grade point average and contribute to the total number of hours required for graduation.

In determining scholarship for graduation honors, the first grade only shall be used. Repeats by correspondence, extension, or in residence at other institutions must be reported orally or in writing to the Registrar's Office. See Appendix, Rule 34.

67. DROPPING A COURSE

A student may drop a course without record up to the end of the 30th day of the semester in which the course is offered or according to a prorated schedule for shorter academic terms.

68. WITHDRAWAL FROM A COURSE BETWEEN THE 5TH WEEK AND THE END OF THE 9TH WEEK

A student may, with the payment of a service fee withdraw from a course between the 5th week and the end of the 9th week with a grade of W. For undergraduates who enter WSU in fall 1998 or later, the maximum number of WSU withdrawals is 6, not counting withdrawals that result from the cancellation of enrollment. For undergraduates who enter WSU in the fall 2004 or later, the

maximum number of WSU withdrawals is 4, not counting withdrawals that result from the cancellation of enrollment. After the 4th or 6th withdrawal, a student may, in exceptional circumstances, submit a petition through the Registrar's Office for an exception to the withdrawal limit. The petition must be filed by the end of the term in which the course was taken. If an undergraduate student uses a withdrawal during the semester and then must completely cancel enrollment for the semester, the previous withdrawal will not count toward the total of 4 or 6.

69. WITHDRAWAL FROM A COURSE AFTER THE 9TH WEEK OF A SEMESTER

Withdrawal from a course after the 9th week of a semester is available under the following conditions: (a) Withdrawal may be granted for a course if withdrawal is recommended by the Director of Health and Wellness Services as a result of illness, or the Director of Counseling Services because of documented extenuating circumstances or if withdrawal is recommended by the academic dean of the unit in which the course is taught, because of other documented extenuating circumstances. (b) From the end of the 9th week through the last day of instruction, undergraduate students are eligible to use up to two uncontested course withdrawals during their undergraduate careers, regardless of the number of undergraduate degrees earned. (c) The grade shall be marked W, and the service fee shall be mandatory. (d) For undergraduates who enter WSU in fall 1998 or later, the maximum number of WSU withdrawals (including the two uncontested withdrawals) is 6, not counting withdrawals that result from the cancellation of enrollment. For undergraduates who enter WSU in fall 2004 or later, the maximum number of WSU withdrawals (including the two uncontested withdrawals) is 4, not counting withdrawals that result from the cancellation of enrollment. Only two of these withdrawals can come after the 9th week of the semester. After the 4th or 6th withdrawal, a student may, in exceptional circumstances, submit a petition through the Registrar's Office for an exception to the withdrawal limit. The petition must be filed by the end of the term in which the course was taken. (e) If an undergraduate student uses a withdrawal during the semester and then must completely cancel enrollment for the semester, the previous withdrawal will not count toward the total of 4 or 6.