

UC 9741 08S

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To: Joel Bloom
From: Ian Evans, Associate Dean for Undergraduate Studies, NSM
Heidi Kennedy, Director of Academic Program Management
Simon Bott, Director of Undergraduate Affairs and Advising, Chemistry
Re: Drop policy after the last allowed date

The current university policy (p. 38) of the on-line catalog states

"After the last day for dropping courses, undergraduate students may drop or be dropped by their instructor from a course with a **W**, as determined by the instructor, only with the approval of the dean of the college in which the course is offered and only for rare, urgent, substantiated, nonacademic reasons. "

In the past, this policy was followed with different levels of interpretation of "rare, urgent, substantiated, nonacademic reasons" by different colleges and departments, leading to literally thousands of "late drops" being approved.

Last semester, with the removal of W as a grade option on the final grade "sheets," the number of these drops fell dramatically (to less than 50). As a result, there is now the opportunity to change this policy to make it more in line with other policies and also to where it will be applied consistently across campus. That is, to change the approval process from a college-based one to mirror that for medical and administrative withdrawals. We propose the paragraph above be changed to:

"After the last day for dropping courses, ^{or} ~~undergraduate~~ students may be dropped by their instructor from a course with a **W**, only for rare, urgent, substantiated, nonacademic reasons.

Student Instructors wishing to initiate such actions must submit the request ~~in writing~~ to the senior vice president for academic affairs (or designated representative) with accompanying documentation. ^{*}Until a decision on this request has been made, the instructor should assign whatever grade is appropriate other than an Incomplete. The review procedure will be the same as that applied for consideration of medical and administrative withdrawals. The student and instructor will be notified in writing of the final decision."

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Students have 90 days after the posting of a grade to initiate this action.