

**From:** Kennedy, Heidi A  
**Sent:** Tuesday, January 06, 2009 11:25 AM  
**To:** Morales, Jeanette F  
**Subject:** request for UC review

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Ms. Morales:

in a recent conversation regarding disapproved medical withdrawals requests it was suggested to our office to reconsider the terminology used to phrase the deadline.

Would you please present this to the appropriate Undergraduate Council committee for review?

Thank you.

Heidi

Medical Withdrawal & Administrative Withdrawal policy:: phrase on deadline of request:

"It is expected that the request will be filed as soon as possible, no later than the end of the semester following the semester in which the coursework was taken."

Proposed language change for deadline phrase:

It is expected that the request will be filed as soon as possible, no later than 140 calendar days after the close of the term in which the coursework was taken.

Points for consideration:

- clear, quantitative and consistent deadline
- answers concerns of terms not equal in number of days (eg winter term, summer sessions)
- parallels other policy language of appeal deadlines that are termed in days (eg 90 days for grade appeals)

Thank you for your consideration.

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