

Academic Standards Committee

Revised December 1, 2003

Current General Catalog Statement (From <http://www.eou.edu/catalog/acpolicies.html>)

WITHDRAWAL

There are two types of withdrawal: withdrawal from a course and withdrawal from the University. From a course: A student may drop a course up to midpoint of the course without being held responsible for the grade. No record will be made on the permanent scholastic record. Past the midpoint, a student may withdraw from a course, but the instructor should grant a W only if the students are doing passing work. Otherwise, a grade of F will be recorded. Withdrawals must be filed in the Registrar's Office by the last day of regularly scheduled class.

From the University: A student may withdraw from the University at any time during the term by the last day of regularly scheduled classes by completing the proper form in the Registrar's Office. Official notification in writing must be received before any withdrawal from the University is processed.

Proposed Changes

During the first week of on-campus classes (or 10% of the duration of an on-campus class) a student may drop a class without being held responsible for a grade, and without an instructor's signature.

During weeks 2-5 (or up to 50% of the duration of a class) students must obtain an instructor's signature of acknowledgement before dropping a class.

Thereafter, a student may withdraw from a class, but the instructor should grant the W only if the student is doing passing work. Otherwise, a grade of F will be recorded. Withdrawals must be filed in the Registrar's Office by the last day of regularly scheduled class, (i.e. prior to finals week). All drop slips must be submitted within two regularly scheduled school days after the instructor signs the slip, and no later than the last day of regularly scheduled classes.

Add/drop fees will be assessed in accordance with the fee policies stated in the Schedule of Classes.

Proposed Administrative Change

- Prominent notices must appear in the class schedules and on Webster.
- Concerns have been expressed in the Registrar's Office regarding increased traffic/paperwork that this change may bring about.
- Re-design of drop form, with a place for instructor signature.

Rationale

- Often students drop a class because they have not yet spoken with their instructors about their progress, and this change will require students to interact with faculty and to explore their options before proceeding to drop out of a class.

