

MEMORANDUM

TO: Fort Wayne Senate

FROM: Glenda Moss, Chair
Educational Policy Committee

DATE: 24 April 2009

SUBJ: Proposed Amendments to the IPFW Academic Regulations and Procedures:
Approval of Faculty-Initiated Withdrawal Policy

DISPOSITION: To the Presiding Officer for implementation

WHEREAS, Students who miss more than 50% of their class meetings of a given section during the first four weeks of the fall or spring semesters or have the potential to fail because of not meeting the course requirements (i.e. not completing course assignments, not taking tests or quizzes); and

WHEREAS, faculty currently have no means of initiating withdrawal of students in obvious danger of failing to make satisfactory progress;

BE IT RESOLVED, that the Educational Policy Committee proposes a Faculty Initiated Withdrawal Policy, giving faculty authority to withdraw students.

Approving

Not Approving

Absent

B. Abbott

A. Ushenko

I. Hack

J. Jackson

G. Moss

P. Iadicola

Retention Initiative

Faculty-Initiated Withdrawal Policy

- Students who miss more than 50% of their class meetings of a given section during the first four weeks of the fall or spring semesters or have the potential to fail because of not meeting the course requirements (i.e. not completing course assignments, not taking tests or quizzes) may be withdrawn from that course. Undergraduate students may be withdrawn regardless of class level. This Faculty-Initiated Withdrawal Policy may be implemented in all undergraduate-level courses subject to the following provisions: If a faculty member chooses to use Faculty-Initiated Withdrawal Policy, the policy must be included in the course syllabus with specific language as to the policy. Students must be informed that withdrawal may have an impact on their Financial Aid awards and/or student visa status.
 - When adopting the Faculty-Initiated Withdrawal Policy for a course, it is the course instructor's responsibility to document attendance for the first four weeks or failure to make satisfactory progress to justify the withdrawal. The course instructor initiates the withdrawal process and has the right to stop the process at any time.
 - Prior to using the Faculty-Initiated Withdrawal Policy in a course, the instructor will notify the student at least one week before the withdrawal.
 - Faculty-Initiated withdrawal will take place after the fee refund period up to the last scheduled class prior to finals. Students who are withdrawn from the course will not be eligible for a tuition refund.

The Registrar's Office will report each semester on the number of faculty-initiated withdrawals for each course.

Language to be included on the syllabus

Faculty-Initiated Withdrawal: A basic requirement of this course is that you will participate in class and conscientiously complete all course requirements. If you miss more than half our class meetings within the first four weeks of the semester or are not making satisfactory progress in fulfilling the course requirements, you may be withdrawn from this section. Withdrawal may have academic, financial, and financial aid implications. Withdrawal will take place after the refund period, and if you are withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the faculty-initiated withdrawal policy at any point during the semester, please contact me.

INDIANA UNIVERSITY-PURDUE UNIVERSITY AT FORT WAYNE

DOCUMENTATION OF FACULTY INITIATED WITHDRAW GRADE

DRAFT – 4/24/09

Students who miss more than 50% of their class meetings of a given section during the first four weeks of the fall or spring semesters or fail to make satisfactory progress (i.e. not completing course assignments, not taking tests or quizzes) in meeting the course requirements may be withdrawn from that course. Undergraduate students may be withdrawn regardless of class level.

When adopting the Faculty-Initiated Withdrawal Policy for a course, it is the course instructor's responsibility to document attendance for the first four weeks or failure to make satisfactory progress to justify the withdrawal. The course instructor initiates the withdrawal process and has the right to stop the process at any time.

Faculty-Initiated withdrawal will take place after the fee refund period. Students who are withdrawn from the course will not be eligible for a tuition refund.

The **white and yellow copies** of this form must be sent to the Registrar's Office.

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Faculty-Initiated withdrawal will take place after the fee refund period. Students who are withdrawn from the course will not be eligible for a tuition refund.

The **white and yellow copies** of this form must be sent to the Registrar's Office.

Reason for Faculty Initiated Withdraw (Documented by Instructor)

Absent from at least 50% of Class Meetings
progress

Failure to make satisfactory

STUDENT NAME: _____
_____ - _____

I.D. # _____ - _____

ADDRESS _____ CITY _____ STATE _____
ZIP _____

STUDENT'S MAJOR _____ LAST DOCUMENTED DATE OF
ATTENDANCE _____

Subject Course # Section # Cr. hrs. Course Title

Semester/Session for which "W" grade assigned:

____ Fall ____ Spring ____ Summer I ____ Summer II 20 ____

INSTRUCTOR'S NAME: _____ DEPT: _____

OFFICE: _____ TELEPHONE: _____

Instructor Signature: _____ Date: _____

COPIES: White-Registrar Yellow-Instructor's Division/Department Pink-Student Gold-Instructor