

MEMORANDUM

TO: Fort Wayne Senate

FROM: Bruce Abbott, Chair
Educational Policy Committee

DATE: 25 March 2010

SUBJ: Proposed Amendments to the IPFW Academic Regulations and Procedures:
Proposal to change Academic Regulation 3.8.2 – Course drops

DISPOSITION: To the Presiding Officer for Implementation

WHEREAS, the current practice of allowing students to withdraw from class up through the fourth week of classes, without recording the course on the student record, is inconsistent with common practice at other universities, which typically allow such withdrawals only within the first few meetings of the course; and

WHEREAS, the current regulation encourages the practice of registering for extra courses with the intention of later withdrawing from those that prove to be problematic for the student; and

WHEREAS, the current regulation imposes an extra burden on Financial Aid to identify courses withdrawn from and not recorded on the transcript as courses attempted;

BE IT RESOLVED, that the Proposal to Change Academic Regulation 3.8.2 – Course Drops be amended as follows:

3.8.2 Course drops (cancellations of registration). A student may drop a course, subject to the time limits below and the restrictions described in this section and in section 3.9 by presenting a request at the Registrar's Office, ~~or~~ the student's department, **or through self-service in the on-line registration system.**

Weeks	Restrictions
First week of classes (or equivalent, based on course length. See chart below.)	College/School/Division policy determines whether an academic advisor's approval is required. Course is not recorded on the student record.
Up through the 4th week of classes	School/division policy determines whether an academic advisor's approval is required. Course is not recorded on the student record.
5 2 through 9	College/School/Division policy determines whether an academic advisor's approval is required. Course is recorded with grade of W on the student record.
10 through 16	Courses cannot normally be dropped during this period. If a drop is approved, the course is recorded with a grade of W on the student record.

The following table displays the point in time a withdraw grade will be recorded on the permanent record, based on course length.

Number of Weeks the course meets	Course Drop without Withdraw Grade	Withdraw Grade Recorded
9 or more	Days 1-7	Day 8 and thereafter
3 to 8	Days 1-3	Day 4 and thereafter
2	Days 1-2	Day 3 and thereafter
1 or Less	Day 1	Day 2 and thereafter

Day 1 of a course is the first day of the term or part of term. All calendar days are counted, including weekends.

The opportunity to drop a class is restricted as specified below:

3.8.2.1 Alleged academic dishonesty. Students will not be permitted to drop a class in which there is an allegation of academic dishonesty.

3.8.2.2 Late-term drops related to academic performance. After the ninth week (**or equivalent**), students will not be permitted to drop a class due to poor academic performance in the class.

3.8.2.3 Late-term drops unrelated to academic performance. After the ninth week (**or equivalent**), and with the approval of the student's academic advisor and the student's dean/division director, a student may drop a course when the reason for requesting the drop is unrelated to the student's academic performance in the course.

3.8.2.4. Post-term drops. After the end of the sixteenth week, a course may be dropped only by following the procedure for a change of grade (see Section 6.6).