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Recommendations

Faculty Senate

4-22-2022

SR 21-22-35 BAPC

Marshall University Faculty Senate

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**Budget and Academic Policy
RECOMMENDATION**

SR 21-22-35 BAPC

Recommends that 1) the process and 2) the last date for which students can drop an individual course after the schedule adjustment period (Policy No. AA-15) be changed based on recommendations made by the Associate Dean's Council.

RATIONALE:

The current University practice requires that students who wish to withdraw from daytime courses obtain the signature of their instructor; however, if the course meets at 4:00pm or later or online, an instructor signature is not required. While the original intent of the practice was to ensure that the student speak to the instructor prior to withdrawing, this requirement was not equitably practiced. The proposal suggests that the student, if desired, meets with their academic advisor or designated college official to discuss the overall implications of a course withdrawal. If the student chooses not to speak with an advisor, the student will be required to acknowledge possible implications of course withdrawal such as financial aid satisfactory progress, progress toward degree completion, and others. The electronic process also eliminates the possibility for fraudulent signatures.

To give students additional time to consider dropping a single class from their regular semester schedule, it is proposed to change the last day to drop an individual course from the 10th Friday in a regular term to two weeks prior to the end of the term. As an example, in Spring 2020, the last day to drop an individual course would have been March 19th until that date was noted a state holiday. This change in policy would have made the last day to drop an individual course April 16th. This change would be more in line with other university's policies as well as give students an additional period of time to receive a better picture on where they stand academically within a course before making the decision to drop. We also want to include language that is inclusive of all semesters and terms including first and second 8-week terms and summer terms.

FACULTY SENATE CHAIR:

Christoforo

APPROVED BY THE FACULTY SENATE

DATE: 3/25/2022

UNIVERSITY PRESIDENT:

APPROVED: *RF*

DATE: 4/22/22

DISAPPROVED: _____

DATE: _____

COMMENTS: _____

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-15 COURSE WITHDRAWAL

1 General Information.

- 1.1 Scope: Academic policy regarding students dropping courses, high demand courses, and withdrawing from the institution.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: June 25, 2020
- 1.4 Effective Date: June 25, 2020
- 1.5 Controlling over: Marshall University
- 1.6 History: SR 90-91(144)296(ASCR), SR 92-93(127)273(ASCR), SR 96-97(4)70R(BAPC), SR 96-97(17)82(BAPC/SCWC), SR 96-97(53)119B(BAPC); Revised: 2/20/2020 and 6/25/2020

Black Text = Original text

Red Text = Text proposed to be eliminated from the original text

Green Text = Proposed revised text.

2 Policy

2.1. Dropping of Courses

- 2.1.1 A student who wishes to withdraw from an individual course after the schedule adjustment period must ~~first secure the instructor's signature and then~~ present the request to the Registrar ~~via an electronic submission outlined in the Marshall University Undergraduate Catalog. in person, by email, or by mail.~~ ~~Students on academic probation must have approval from the student's academic associate dean in order to drop a course. If the request is made in person, a drop form bearing the signature of the instructor or the department chair must be submitted to the Registrar's Office. Requests by email must be sent from the student's MU email account. For mailed requests, the postmark will be the official date of withdrawal. In cases where the student is unable to secure the instructor's physical signature, instructor permission may be obtained via email. The instructor's Department Chair may sign in lieu of the course instructor.~~ via an electronic submission outlined in the Marshall University Undergraduate Catalog. ~~in person, by email, or by mail.~~ ~~Students on academic probation must have approval from the student's academic associate dean in order to drop a course. If the request is made in person, a drop form bearing the signature of the instructor or the department chair must be submitted to the Registrar's Office. Requests by email must be sent from the student's MU email account. For mailed requests, the postmark will be the official date of withdrawal. In cases where the student is unable to secure the instructor's physical signature, instructor permission may be obtained via email. The instructor's Department Chair may sign in lieu of the course instructor.~~

2.2 High Demand Course Withdrawal Policy

- 2.2.1 Any student who withdraws during the "W" period from a course identified as a "high demand" course shall not be allowed to pre-register for the course for the following semester ~~during advance registration. until a week prior to the first day of class.~~ during advance registration. Updated listings of high demand courses are available from the Office of the Registrar.

2.3 Total Withdrawal from the University

- 2.3.1 Total Withdrawal from the University is defined as dropping all classes for which a student is registered. A student who wishes to totally withdraw from the university must first secure the 2 Policy AA-5 signature of the Director of Student Success and then present the request to the Registrar in person, by email, or by mail. If the request is made in person, a drop form bearing the signature of the Director of Student Success must be submitted to the Registrar's Office. Requests by email must be sent from the student's MU email account. For mailed requests, the postmark will be the official date of withdrawal. In

cases where the student is unable to secure the physical signature of the Director of Student Success, permission may be obtained via email.

2.4 Grades Assigned in Cases of Dropping Courses or Total Withdrawal from the University

2.4.1 In all cases of dropping courses or total withdrawal from the university the instructors will report grades as follows:

2.4.1.1 A student dropping courses or totally withdrawing from the university on or before ~~the tenth Friday after the first class day of the regular semester~~ 5 instructional days prior to the last class day in any semester or term will receive a grade of "W". ~~For eight-week courses, summer sessions and other courses of varying lengths, the "W" period ends on the Friday immediately following the two-thirds point in the course.~~ Exact "W" dates are identified in the annual university Academic Calendar.

2.4.2 A "W" grade (withdrew) will have no bearing on the student's grade point average but may affect a student's Satisfactory Academic Progress (SAP) for purposes of financial aid.

2.4.3 Students who drop courses without approval, or who do not follow regulations provided in the preceding paragraphs, receive a grade of "F" at the end of the semester.

2.4.4 Students who are enrolled in a first 8-weeks course(s) and totally withdraw from the University after the last day of the first 8-week term will still earn grades for the first 8-week term.

2.5 Final Date for Dropping an Individual Course or Totally Withdrawing from the University

2.5.1 The final date for dropping an individual class in any semester or term is 5 instructional days prior to the last class day as defined in the academic calendar for each term. ~~the tenth Friday in a regular term~~. The last date for complete withdrawal from the university is the last class day as defined in the academic calendar for each term. In both cases, "W" grades are assigned.

2.6 Military Service

2.6.1 Men and women called to active duty in the armed services of the United States are granted full refund of fees, but no credit, if the call comes before the end of the first three-fourths of the semester or term; and full credit, but no refund of fees, is granted if the call comes thereafter. Credit, as described above, will be granted only in those courses in which the student is maintaining a passing mark at the time of departure to military service. The term "called to active duty" is herein defined as being called to active duty as the result of the federal activation of a total reserve component, National Guard unit, or any portion thereof which involves a particular student or an individual who is a bona fide member of the reserve component or a National Guard unit. The final grades, both passing and failing, for three fourths of a semester or more are to be shown on the student's permanent record card.

2.6.2 NOTE: It is extremely important to direct students with questions regarding military activation to the Registrar's Office, which certifies students for educational benefits. The Registrar's Office is required to notify the Veteran's Administration when students receiving educational benefits are activated for military service.

2.7 Illegal Dropping of Classes

2.7.1 ~~When a single class is dropped and the withdrawal form contains a fraudulent instructor signature, the action is nullified, and the instructor will assign an appropriate final grade. In those instances where a drop date appears on an instructor's grade sheet and the instructor's records do not indicate that a drop slip was signed, the instructor may question the validity of the drop in the Registrar's Office at the time grades are submitted. Then it can be determined whether the signature is valid or not, and the instructor can supply the grade that is appropriate for the situation.~~

~~2.7.2 In cases where a fraudulent instructor signature is submitted on a course withdrawal form, an Academic Dishonesty form should be submitted to Academic Affairs by the instructor, chair, dean, or appropriate university official.~~

2.8 Medical or Emergency Withdrawal

- 2.8.1 In cases when students withdraw from the university for medical reasons, their request for total withdrawal must be supported by certification from the attending physician. In order to be readmitted after this total withdrawal, the student must provide a letter and supporting documentation from the attending physician indicating that the student is able to return. Confidentiality will be maintained at all times except on a need-to-know basis.
- 2.8.2 In cases when students withdraw from the university for emergency reasons, their request for total withdrawal must be supported by appropriate documentation related to a catastrophic situation. In order to be readmitted after this total withdrawal, the student must provide supporting documentation indicating that the student is able to return. Confidentiality will be maintained at all times except on a need-to-know basis.
- 2.8.3 Requests for medical or emergency total withdrawals from the university or from an individual class will be handled on a case-by-case basis through the Assistant Dean of Students for Advocacy. Students who receive a medical or emergency total withdrawal shall receive a grade of "W."

2.9 Backdated Withdrawal Procedures

- 2.9.1 In those rare instances when a backdated withdrawal from a class (or classes) is justified, the following guidelines must be followed:
- 2.9.2 For undergraduate and graduate students, the applicable dean is the academic college dean. ~~For graduate students, the applicable dean is the Dean of the Graduate College.~~ Before determining a date of withdrawal, the applicable dean will consult with the Financial Aid Office. If a student has received a loan or other financial aid (federal, state, or institutional) predicated upon full or parttime enrollment, the student may have to repay the university before he/she can be backdated out of the class. Establishing the appropriate withdrawal date is important in terms of institutional policy.

Dropping Individual Courses (Current Text, 2021-22 Undergraduate Catalog)

(Same text proposed for graduate catalog.)

Final Date: Tenth Friday in a Regular Term

A student who wishes to withdraw from an individual course after the schedule adjustment period must submit an electronic Course Withdrawal Request Form linked on the Office of the Registrar website and the Undergraduate Advising website

The Course Withdrawal Request Form initiated by the student will provide options for the student to acknowledge prior advising, request advising, or deny advising. Requests initiated by students on academic probation will be electronically forwarded to the advisor, associate dean/dean, or other designated college official (as authorized by the Office of the Registrar) for permission. Upon advising, if requested, and/or college permission, the withdrawal will be processed by the Office of the Registrar effective the date of the student's initial submitted request. Student, Office of the Registrar, instructor, advisor, associate dean/dean, and/or other designated college official will receive notification of course withdrawal.

- **Day or night classes:** Students can drop individual courses after the Schedule Adjustment period and during the Withdrawal period which lasts until **the Friday of the tenth week** five instructional days prior to the last class day as defined in the academic calendar for each term. The exact last day for dropping individual courses is always published in the Academic Calendar for any given semester or term. ~~A student must get a "Schedule Adjustment and Class Drop Form" from the Registrar's Office, fill in the required course drop information, and then obtain the signature of the course instructor. Alternatively, an e-mail from the student's MU e-mail address is acceptable should it contain the student's MU ID number, the course four-digit CRN, course number (Example: ENG 101) and section number. The e-mail must be sent to the course instructor for approval and then the student must forward that instructor approval to registrar@marshall.edu. If a student is on academic probation, he/she must also get the approval and signature of the associate dean of his/her college and bring the completed form to the Registrar's Office.~~
- **E-Course Withdrawal Period:** The withdrawal policy for e-courses parallels that for regular courses. ~~A student can withdraw from an individual e-course through 2/3 of the official course length.~~ After that time, only a complete withdrawal from the university is allowed. The refund policy for e-courses also parallels that of regular courses.
- ~~**Night or Off-Campus classes, or E-Courses:** Classes that meet 4:00 p.m. or after, off-campus, or online do not require instructor signature and may be withdrawn in person at the Office of the Registrar or by sending an e-mail from the student's MU e-mail address and contain the student's MU ID number, course CRN, Course number (Example: ENG 101) and section number, to registrar@marshall.edu. If a student is on academic probation he/she must have the approval signature of his/her associate dean.~~
- **High-demand course:** If a student drops a "high-demand" course during the Withdrawal period, he/she will not be able to pre-register for the course **during advance registration for the following semester.** High-demand courses include:

Code	Title	Credit Hours
ACC 215	Accounting Principles (CT)	3
BSC 227	Human Anatomy	4
ENG 101	Beginning Composition	3
ENG 201	Advanced Composition	3
MTH 121	Concepts and Applications (CT)	3
MTH 127	College Algebra-Expanded	5
MTH 130	College Algebra	3
SPN 101	Introductory Spanish	3
SPN 102	Introductory Spanish II	3

Course List

Students can obtain an up-to-date listing of high-demand courses from the Office of the Registrar.

Grades Assigned for Dropping Individual Courses

A student dropping courses or withdrawing from the university during the Withdrawal period (~~which lasts until the tenth Friday after the first class day of the regular semester~~), will receive a grade of W. The withdrawal period begins on the first instructional day after the schedule adjustment period and continues until five instructional days prior to the last day of class in any semester or term for individual course withdrawals and to the class day (as defined in the academic calendar for each term) for complete withdrawals. ~~For eight-week courses, summer sessions and other courses of varying lengths, the withdrawal period ends the Friday immediately following the two thirds point in the course. Exact withdrawal dates are published in the annual University Academic Calendar.~~ The W grade (withdrew) has no impact on a student's Grade Point Average.

Students who are enrolled in a first 8-weeks course(s) and totally withdraw from the University after the last day of the first 8-week term will still earn grades for the first 8-week term.

Distance Education Courses

According to the Higher Education Opportunity Act, "distance education" is defined as education that uses one or more of the following technologies to deliver instruction to students who are separated from the instructor; and to support regular and substantive interaction between the students and the instructor, synchronously or asynchronously. The technologies used may include: the Internet; one way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or videocassettes, DVDs, and CD-Roms (PL 110-315, 14 AUG. 2008). At Marshall University, distance education courses consist of three formats: online courses, virtual courses, and hybrid courses.

Online Courses

The term "online course" refers to any distance education course in which 100% of the course content is delivered asynchronously by technological means. There are no synchronous, face-to-face, or on-site attendance requirements because online courses are the electronic versions of classes offered on the Marshall campus delivered completely over the Internet. Online courses are accessible through MUOnline which is powered by Blackboard, a set of online course tools and supporting software. Communication between students and instructors can occur by any electronic means and there are no required on-campus or real-time meetings.

Online courses generally follow the Marshall University calendar for the term in which they are offered, but individual exceptions may apply. Students should check the syllabus for each individual class for a beginning and ending date. Students may register for online courses using myMU during the designated registration periods each term, in person at the Registrar's Office, or by mail. Hours of enrollment are reflected in the actual term in

which the student is registered. For all verification purposes, hours of enrollment are counted only in the term in which the student is registered. Note that the withdrawal period for online courses parallels that of regular courses. ~~A student may withdraw from an individual online course through 2/3 of the official course length.~~ After that time, only a complete withdrawal from the university is allowed. The refund policy for online courses also parallels that of regular courses.

Online courses are currently assessed a fee per credit hour for undergraduate courses regardless of residency or number of credit hours the student may be registered for in addition to the online courses. Academic and lab fees may also apply depending on college or school policies. For example, students in the College of Health Professions will still be responsible for clinical and program fees in addition to the online course fee. Likewise, students in the College of Business are still required to pay the technology fee in addition to the online course fee

**Budget and Academic Policy
RECOMMENDATION**

SR 21-22-36 BAPC

Recommends that the D/F Repeat Rule be revised to extend the opportunity to repeat a course taken from the 60th credit hour up to the 90th credit hour and add two additional statements to clarify our current practices. Submission is based on recommendations of an ad hoc committee of the Associate Dean's Council. (See recommendation below.)

RATIONALE:

The current University practice allows students to repeat a course taken up to the 60th credit hour. Because many students experience hardships while taking courses beyond the 60th credit hour, we would like to expand their ability to improve their grade point average and improve their opportunities to progress to graduation. We believe that expanding this opportunity to students in no way compromises the integrity of our academic programs.

FACULTY SENATE CHAIR:

Christoforo

APPROVED BY THE FACULTY SENATE

DATE: 3/25/2022

UNIVERSITY PRESIDENT:

APPROVED: *BS*

DATE: 4/22/22

DISAPPROVED: _____

DATE: _____

COMMENTS: _____

Current D/F Repeat Rule (Repeating Courses) in 2021-2022 Undergraduate Catalog

If a student earns a grade of *D* or *F* (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned (excluding a *W*) when the course is repeated shall be used in determining his/her Grade Point Average. The original grade shall not be deleted from the student's record.

The *D/F* Repeat Rule applies only to graduation requirements and not to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.

*Adopted by West Virginia Higher Education Policy Commission (Series 22)
Effective August 1, 2002.*

Proposed D/F Repeat Rule (Repeating Courses)

D/F Repeat Policy – Proposed Change (changes noted by use of red font)

If a student earns a grade of *D* or *F* (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the ~~sixtieth~~ **ninetieth** semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned (excluding a *W*) when the course is repeated shall be used in determining his/her Grade Point Average. The original grade shall not be deleted from the student's record. **The D/F Repeat Policy may be applied only one time to a specific course. A student may not repeat a course to change a grade of C or better.**

The *D/F* Repeat Rule applies only to graduation requirements and not to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.