Faculty Senate Resolution Number F-2017-07

To: Joe Bertolino, Ed.D., President, Southern Connecticut State University
From: Maria Diamantis, Ed.D., President, SCsu Faculty Senate

The attached Resolution of the Faculty Senate is entitled:
RESOLUTION REGARDING WITHDRAWAL FROM A COURSE

This Resolution was approved by Faculty Senate on: December 6, 2017

[ X ] This Resolution is presented for APPROVAL
[ ] This Resolution is presented for INFORMATION

In accordance with the CSU-AAUP Contract (Article 5.10), "When the Senate makes a written recommendation to the President, the President shall acknowledge and respond to the recommendation in writing within fifteen (15) school days of receiving the Senate’s recommendation."

After considering this resolution, please indicate your action on this form and return it to the President of the Faculty Senate.

Maria Diamantis, Ed.D., President, Faculty Senate
13/14/17

cc: Robert S. Prezant, Ph.D., Provost and Vice President for Academic Affairs

ACTION OF THE UNIVERSITY PRESIDENT

To: Maria Diamantis, Ed.D., President, SCsu Faculty Senate
From: Joe Bertolino, Ed.D., President, SCsu

Resolution for approval:
[ ] Resolution APPROVED
[ ] Resolution DISAPPROVED (Provide comments below or attach statement)
Comments,

Resolution for information:
[ ] Resolution NOTED (applies to Informational Resolutions only)
Comments,

Joe Bertolino, Ed.D., President, SCsu
12-18-17
Faculty Senate Resolution Regarding THE POLICY ON WITHDRAWAL FROM A COURSE

Withdrawal from a Course

Students may withdraw from a course online through their student web account, effective upon the date submitted, during the withdrawal periods outlined below. Any student considering a course withdrawal should confer with his or her instructor and academic adviser, in order to understand his or her class standing, before withdrawing from a course. If withdrawing from all courses in a semester, please refer instead to the Withdrawal from the University or Leave of Absence policies.

Students may withdraw from a full term course prior to the end of the 12th week of classes; for an eight-week course prior to the end of the 6th week of classes; or for shorter terms per the Registrar’s Calendar. Students will receive a grade of W (Withdrawal) on the transcript for each withdrawn course submitted after the add/drop period, and prior to the deadlines outlined above; thereafter, students will receive grades as assigned by the instructors.

Students should consult the Refund Policy for the impact on charges. A student’s status as full-time or part-time will not change due to course withdrawals submitted after the add/drop period for the term; however, financial aid recipients should contact the Office of Financial Aid & Scholarships, as the withdrawn course(s) may reduce financial aid awards, which could result in the student owing funds to the University and/or government.

Late Withdrawal from a Course

After the scheduled time to withdraw from a course (see above) students may request a late withdrawal from their instructor. In a case where the instructor has determined that due to extenuating circumstance(s) a late withdrawal is justified, the instructor must submit a Late Course Withdrawal form to the Registrar’s Office, approved and signed by both the instructor and the department chairperson. In the event that the instructor teaching the course is the department chairperson, the dean must also sign the form. At this time, the instructor will assign a grade of either "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing). No late course withdrawals will be accepted after the end of classes.

Students should consult the Refund Policy for the impact on charges. A student’s status as full-time or part-time will not change due to course withdrawals submitted after the add/drop period for the term; however, financial aid recipients should contact the Office of Financial Aid & Scholarships, as the withdrawn course(s) may reduce financial aid awards, which could result in the student owing funds to the University and/or government.