TO: Academic Policies Council
FROM: Rameen Mohammadi, Associate Provost for Undergraduate and Special Program
DATE: February 3, 2020
SUBJECT: Proposal for Changing the Course Withdrawal Policy

W grades cause the course to not provide the student with any credit and the grade, regardless of its qualifier (F, P, N), does not impact the student’s term or overall GPA. This is of course quite normal in all universities and colleges. SUNY Oswego however is the only college that has the pass (P), fail (F), or no grade (N) qualifiers assigned as part of the withdrawal (W) grade. This designation requires faculty to identify the status of the students in their course at the time of the withdrawal regardless of the withdrawal occurring during the 3rd-9th week period or after (late course withdrawal).

When the change to the withdrawal policy was proposed in the 90s we had none of the current tools such as mid-term grades or Starfish that provides adequate information for advisors as to the academic status of the student in a course they withdrew from. The qualifiers were useful then, but, are categorically obsolete and cause additional steps for students, faculty, and staff in all contexts where course withdrawal grade applies. Also, WF can also negatively impact the graduates after graduation by signaling weak performance by the student in a course that did not impact their ability to graduate nor affected their GPA.

With this proposal we are requesting to eliminate assignment of a qualified W grade by instructors, although the instructor will still have to approve the course withdrawal when it occurs after the 9th week of the semester during the late course withdrawal period.
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<th><strong>current</strong></th>
<th><strong>proposed</strong></th>
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<td><strong>Course Withdrawal Policy</strong>&lt;br&gt;A student may withdraw from a course in either the fall semester or the spring semester, after the end of the fifteenth day of instruction through the end of the last class day of the ninth week (excluding Spring Break). The student must complete a Course Withdrawal Form, which must be signed by the course instructor and have the signature of the dean of the school or college of the student’s major. Once the request is approved by the dean, the student must submit the completed form to the Registrar’s Office by the published withdrawal date. Appropriate fee(s) will be assessed.</td>
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<td>A grade of WP will be assigned by the instructor if the student is passing the course at the time of filing of the forms; a grade of WF will be assigned by the instructor if the student is failing the course at the time of filing of the forms; a grade of WN will be assigned by the instructor if no grade has been established at the time of filing of the forms. These grades are not used to calculate a GPA, but the hours are counted as hours for which the student was enrolled that semester.</td>
<td>A grade of W will be assigned when a student withdraws from a course. This grade is not used to calculate a GPA. The hours are counted as hours for which the student was enrolled that semester, but no credit is earned for the course.</td>
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<td><strong>Documented Late Course Withdrawal Policy</strong>&lt;br&gt;If a student believes that his or her circumstances are extraordinary (poor performance in a course is not an extraordinary circumstance), a student may petition for late withdrawal from a course after the end of the last class day of the ninth week (excluding Spring Break) in either the fall semester or the spring semester through the last day of classes/instruction for the respective semester. In order for a documented late course withdrawal to be approved, the student must provide documentation of extenuating circumstances beyond the student’s control, and these circumstances must have occurred after the end of the last class day of the ninth week in either the fall semester or the spring semester. Examples of acceptable extenuating circumstances are a change of employment hours that make class attendance impossible, a major</td>
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(excluding Spring Break) through the last day of classes/instruction for the respective semester. Examples of acceptable extenuating circumstances are a change of employment hours that make class attendance impossible, a major illness or death in the immediate family, or the student's own major illness or injury. The instructor of the course must indicate approval or disapproval of the late course withdrawal by signing the Late Course Withdrawal Form. Additionally, the documentation (a health care provider's verification of student illness [physical or psychological] or of major illness of immediate family member; copy of obituary, listing relationship of deceased to student, letter from student's employer) of the alleged extenuating circumstances must be received by the dean of the school or college of the student's major at the time of submission of form. The appropriate dean has final authority to approve or disapprove documented late course withdrawal(s). Appropriate fee(s) will be assessed.

A grade of W will be assigned when a student withdraws from a course. This grade is not used to calculate a GPA. The hours are counted as hours for which the student was enrolled that semester, but no credit is earned for the course.

Withdrawal during the semester (Fall/Spring):
A student who is currently enrolled in either the fall or spring semester must submit information via the Intent to Withdraw form found on the Registrar's website. Within two business days, the student will be contacted by the Dean of Students' office to explore the implications of a college withdrawal. The student will be required to confirm the College Withdrawal request. The financial implications of a college withdrawal can be significant. During the confirmation process, the student will be given information and directed to appropriate offices to determine the impact of the college withdrawal on financial aid and financial obligations to the College. If the college withdrawal is confirmed during the semester drop period (1st three weeks of the semester), the courses will be removed from the transcript. If the college withdrawal is confirmed during the semester course withdrawal period, W grades
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If the college withdrawal is confirmed during the semester Documented Late Course Withdrawal period, documentation of an extenuating circumstance, beyond the student's control, must be provided to the Dean of Student's office. If approved, W grades (WP, WN, WF) will be assigned. If not approved, the student will earn grades for the semester. The deadline to request a College Withdrawal for a particular semester is the last day of classes for that semester.

**Medical Leave of Absence**

A matriculated student who withdraws from the College for medical reasons may apply for a Medical Leave of Absence. A Medical Leave for physical or psychological health reasons is intended to allow a student sufficient time away from campus for a sustained recovery and/or stability, and for activities that contribute to a successful return.

Upon the recommendation of Oswego's Health Services, Counseling Services, or a student's physician or therapist, the Dean of Students may grant a student Medical Leave status. Depending on the date of the withdrawal, a medical leave may provide a benefit to the student in terms of W grades (WN/WF/WP) and financial liability.