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2 April 1999

**TO:** Members, University Senate  
**FROM:** University Senate Council  
**RE:** **AGENDA ITEM:** University Senate Meeting, Monday, 12 April 1999 at 3:00 p.m. in the W.T. Young Library Auditorium, 1<sup>st</sup> floor. Proposal to amend University Senate Rules, Section V - 5.1.8.5 ff Retroactive Withdrawal

Proposal: [add sections bolded and underlined; delete strikeouts]

## Section V

**5.1.8.5 Retroactive Withdrawal:** Withdrawals initiated after the last day of classes for the semester are governed by this rule (US: 12/8/97)

### A. Requirements

(1) Typically, a student may withdraw from a given semester only if the withdrawal is from all classes.

(2) Requests for retroactive withdrawals may not be granted after a student has graduated or beyond **two calendar years** ~~one calendar year~~ from the last day of class for the semester for which the withdrawal is requested.

(3) Retroactive withdrawals may be granted only when the student has demonstrated satisfactory evidence that the student has incurred:

- (a) a serious injury or illness
- (b) serious personal or family problems
- (c) serious financial difficulties; or
- (d) permanent disability verified by the Disability Resource Center and diagnosed after the semester for which the withdrawal is requested

### B. Procedure

To the extent possible, the following procedures shall be uniform throughout the University:

(1) Requests for retroactive withdrawal shall be made of the Dean of the college in which the student was enrolled at the time the classes were taken, on the form and with the documentation required by the University Senate ~~that office~~. **Requests for retroactive withdrawals shall be made through the University Senate – Retroactive Withdrawal**

**Petition**— ~~Forms for requesting retroactive withdrawal shall, to the extent possible, be uniform throughout the University.~~

(2) The Dean shall recommend approval or disapproval of the request and shall forward the recommendation to the Retroactive Withdrawal Appeals Committee.

(3) The Committee shall rule on the request, normally within 30 days of receipt of the recommendation from the Dean. The student shall have the right to appear in person before the Committee to present his or her request and shall have the right to be represented by an attorney or other designated individual.

(4) The Committee shall forward all approved requests to the Office of Registrar for implementation.

(5) The Committee shall forward a copy of its decision - whether the request was approved or not - to the Dean of the student's current college and to the Dean of the College in which the student was enrolled at the time of the retroactive withdrawal, if different from the current college. The Dean of the student's current college shall notify the **student and** instructor of the Committee's decision.

**Background and Rationale:**

The Committee on Retroactive Withdrawals made these suggestions for change and the Senate Council concurred.

The explanation for changing "one calendar year" to "two calendar years" is that the Committee feels that in some circumstances one year is simply not enough time. Students experiencing major catastrophic life events may need more than one year to put all the pieces back together again.

The rationale behind the second change is that the Committee would like the Rules to include reference to the standardized-university-wide form that is now available.

As the Rules currently read, it appears there is no mechanism for the student to be informed of the TWA Committee's decision. This change will provide a mechanism.

**Implementation Date:** Upon passage