

Grade forgiveness deadline alignment

From: Rules c/o Ken Lee
To: CESP c/o Russell Marzette
Subject: Grade Forgiveness Rule Change

At Friday's Rule meeting we agreed to update rule 3335-8-32 Withdrawal from courses or from the university so it has the identical deadline text as the proposed 3335-8-27.1 Grade forgiveness rule. We also suggest replacing all five p.m. deadlines with close of business deadlines. I believe the only other place that shows up is in 3335-8-21 Marks. I attach these affected rules for consideration by CESP in both DOCX and PDF formats. I welcome any edits and seek help from all hands on the resolution (aka WHEREAS) statements. Thanks again for all you do.

Proposal for Senate Action

ALIGNMENT OF GRADE FORGIVENESS DEADLINES WITH WITHDRAW DEADLINES

Resolution Number:

Synopsis: The deadline for applying for grade forgiveness in rule 3335-8-27.1 comes before students have any meaningful feedback about their performance and is out of sync with the deadline for withdrawing from a course specified in rule 3335-8-32. Several five p.m. deadlines occur after a variable 4:30 p.m. summer hour close of business. This has caused difficulties for students and advisors.

WHEREAS The deadlines for declaring grade forgiveness should align with the deadline to withdraw from a course; and

WHEREAS the timeline for grade forgiveness must be clear for sessions other than the standard fourteen week term; and

WHEREAS advisors of undergraduate students need to guide them to the desired outcomes with consistency in the rules for marks, grade forgiveness, withdrawal and disenrollment; and

WHEREAS the graduate school retains the ability to appropriately modify these deadlines subject to CAA approval; and

WHEREAS the prior specified deadline of five p.m. is impractical or confusing when offices officially close at a time other than five p.m., such as during summer hours; and

WHEREAS these processes for students should

WHEREAS the obsolete gender specific "his or her" will gradually be replaced with neutral terms whenever a rule is updated; and

WHEREAS the Rules Committee approved these updates at its November 1, 2019 meeting; and

WHEREAS the Council on Enrollment and Student Progress approved these updates at its date meeting; and

WHEREAS

36 **NOW THEREFORE**

37 **BE IT RESOLVED**, That revisions to the 3335-8-27.1 grade forgiveness rule and to 3335-8-32 withdrawal
38 from courses include practical deadlines for each term; and all instances of a five p.m. deadline be
39 replaced by close of business, be approved by the University Senate and respectfully request
40 concurrence of the Board of Trustees, effective upon approval by the Board of Trustees.

41 **3335-8-21 Marks.**

42 **3335-8-21(K)(2)(d)** Before ~~five p.m. close of business~~ of the fourth Friday of a semester or summer term;
43 the second Friday of a seven-week session during a semester or a six- or eight-week session during
44 summer term; or the first Friday of a four-week summer session, a student must have declared intention
45 to take a course on this basis by filing the appropriate form with the dean or director of the student's
46 enrollment unit. A student may not change to or from this option after this same deadline.

47 **3335-8-21(L)(2)** Before ~~five p.m. close of business~~ of the fourth Friday of a semester or summer term;
48 the second Friday of a seven-week session during a semester or a six- or eight-week session during
49 summer term; or the first Friday of a four-week summer session, a student must have declared intention
50 to take a course for audit or to change from a credit to an audit basis by filing the appropriate form with
51 the dean or director of the student's enrollment unit. A student may not change to or from the audit option
52 this same deadline.

53

54 **3335-8-27.1 Grade forgiveness rule.**

55 Undergraduate students may petition the authorized representative of the dean or director of their
56 enrollment unit to repeat a course and, after completing the course the second time, have the original
57 course credit and grade excluded from the calculation of the student's cumulative point-hour ratio, but
58 remain on the student's official permanent record. This action will be subject to the following conditions:

59 (A) Permission to apply this rule must be obtained ~~by the fourth Friday of the semester or summer~~
60 ~~term (the second Friday of a session during autumn or spring semesters, or a six- or eight-week~~
61 ~~summer session; or the first Friday of a four-week summer session) in which the repeated course~~
62 ~~is taken. no later than close of business on the following days:~~

63 (1) The tenth Friday, for courses taken during a full-term autumn, spring, or summer
64 semester

65 (2) The sixth Friday, for courses taken during an eight-week summer session

66 (3) The fifth Friday, for courses taken during a seven-week session in an autumn or
67 spring semester

68 (4) The fourth Friday, for courses taken during a six-week summer session

69 (5) The third Friday, for courses taken during a four-week summer session

70 (B) The same course may be repeated only once under this rule.

71 (C) This rule may be applied for a maximum of three courses.

72 (D) The graduate school and graduate professional colleges may formulate appropriate
73 modifications of paragraph (A) of this rule, subject to the approval of the council on academic
74 affairs, and publish the rule in their bulletins.

75 (Board approval dates: 7/21/1978, 6/7/1985, 6/7/2005, 6/22/2012, 6/5/2015, 4/8/2016)

76

77 **3335-8-32 Withdrawal from courses or from the university.**
78

79 (A) Withdrawal from the university during a semester, summer term, or session, constitutes
80 withdrawal from all courses in which a student is enrolled during that semester, summer term, or
81 session. Upon official notification of the student's withdrawal from the university, the university
82 registrar is authorized to enter the dated notation "withdrew" on the student's official permanent
83 record.
84

85 (B) To withdraw from any or all courses, a student must file the appropriate form with the authorized
86 representative of the dean or director of the student's enrollment unit.
87

88 (C) Until five p.m. close of business of the fourth Friday of a semester or summer term; the second
89 Friday of a seven-week session during a semester, or a six- or eight-week session during
90 summer term; or the first Friday of a four-week summer session, a student may withdraw from
91 any or all courses which began in the same semester, summer term, or session and no record
92 for the course(s) will be entered on the student's official permanent record.
93

94 (D) After five p.m. close of business of the fourth Friday of a semester or summer term; the second
95 Friday of a seven-week session during a semester, or a six- or eight-week session during
96 summer term; or the first Friday of a four-week summer session, if a student withdraws from any
97 or all courses which began in the same semester, summer term, or session, the university
98 registrar is authorized to enter the mark "W" on the student's official permanent record for the
99 courses withdrawn.
100

101 (E) Until five p.m. close of business on the following days, student may submit a form in their
102 enrollment unit to drop a course or withdraw from the university:
103

104 ~~(1) — During a semester or summer term: the tenth Friday~~

105 ~~(2) — During a seven-week session in an autumn or spring semester: the fifth Friday~~

106 ~~(3) — During a four-week session in summer term: the third Friday~~

107 ~~(4) — During a six-week session in summer term: the fourth Friday~~

108 ~~(5) — During an eight-week session in summer term: the sixth Friday~~

109 (1) The tenth Friday, for courses taken during a full-term autumn, spring, or summer
110 semester

111 (2) The sixth Friday, for courses taken during an eight-week summer session

112 (3) The fifth Friday, for courses taken during a seven-week session in an autumn or spring
113 semester

114 (4) The fourth Friday, for courses taken during a six-week summer session

115 (5) The third Friday, for courses taken during a four-week summer session
116

117 After those dates, a student, who because of circumstances beyond ~~his or her~~ their control finds
118 it necessary to withdraw from any or all courses, must file the appropriate petition with the
119 authorized representative of the dean or director of the enrollment unit. Reasons not acceptable
120 include (but are not limited to) the student's performance in the course(s), lack of preparation for
121 the course(s), or dissatisfaction with the subject matter offered in the course(s). If the petition is
122 approved, a copy will be filed with the university registrar who is then authorized to enter the
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128 mark "W" on the student's official permanent record and the instructor(s) of the course(s) will be
129 so notified. If the petition is not approved, the student continues to be enrolled in the course(s)
130 and a final mark must be submitted by the instructor(s). Withdrawal from any and all courses
131 shall not be permitted after the last day of regularly scheduled classes except when the student
132 experiences a genuine emergency after the regularly scheduled classes end and prior to sitting
133 for the final examination in a given course or courses.
134

135 **3335-8-33 Conditions and procedures for disenrollment from a course.**

136
137 **3335-8-33 (F)** For disenrollment, exclusive of audit, under paragraphs (A) and (E) of this rule,
138 the university registrar shall enter on the student's official permanent record:
139

- 140 (1) No mark, if the disenrollment occurs before ~~five p.m.~~ close of business of the fourth
141 Friday of a semester or summer term, the second Friday of a session during autumn or
142 spring semester, or a six- or eight-week summer session; or the first Friday of a four-
143 week course in summer session; or
144
- 145 (2) The mark, "W," if the disenrollment occurs after ~~five p.m.~~ close of business of the fourth
146 Friday of a semester or summer term; the second Friday of a session during autumn or
147 spring semester, or a six- or eight-week summer session; or the first Friday of a four-
148 week course in session.