

THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE

FACULTY SENATE

Senate Document Number 11412S

Date of Senate Approval 04/26/12

-----  
Statement of Faculty Senate Action:

**APC Document 98:**

**Change the Withdrawal Policy;  
Revise the entry under Academic Load**

**Effective Date: Fall 2012**

**1. Delete:** On page 40, the entry following **Dropping, Adding, and Withdrawing from a Course:**

Students may adjust their schedule (drop or add courses) for regular semester courses during the first five days of the semester. For all schedule changes made after the initial 5-day registration period, it is the responsibility of students to submit the proper forms and paperwork to the OneStop Student Services Office in University Hall. After the 5<sup>th</sup> day of classes, students may adjust their schedules as follows:

**Add** – Under exceptional circumstances, a student may add a regular semester course during the 6<sup>th</sup> –10<sup>th</sup> days of the semester by obtaining the signatures of approval of the instructor and department chair on a Late Add form. The form must be received in the OneStop Student Services Office by 5 p.m. on the 10<sup>th</sup> day of the semester.

**Withdraw** – A student may withdraw from a semester course up to the end of the 9<sup>th</sup> week of class, and a Term I or Term II course up to the end of the 5<sup>th</sup> week of the class. A student who withdraws in this way will receive a grade of W for the course. Withdrawal (W) hours count as Attempted Hours.

A student who wants to withdraw from a course must meet with his or her advisor to review the student's record, future plans and possible effects upon graduation date, eligibility for financial aid, veteran's benefits, intercollegiate athletics and tuition surcharge. The recorded withdrawal date is the date on which the student submits the Withdrawal Form, signed by the student, his/her advisor, and the instructor of the course to the OneStop Student Services Office.

Requests for withdrawal after the deadline will be considered only for documentable emergencies beyond the student's control. Students requesting Withdrawal after the deadline must obtain the proper forms from the OneStop Student Services Office and submit the completed forms with appropriate documentation prior to the final two weeks of the semester. Final approval rests with the Enrollment Services Committee and/or its designee. When the student's situation is unusually severe, or an emergency, the committee may consider petitions that are retroactive for a prior semester; however, proposals will not be considered if submitted one calendar year beyond the date the initial grade was earned.

Students who withdraw from all of their courses are exiting from the university. There are special procedures for doing this. See the section on Withdrawal (Exit) from the University.

**Add:** On page 40, in place of deleted entry:

It is the student's responsibility to make any schedule adjustments and process all forms and paperwork necessary for schedule changes in the OneStop Student Services Office in University Hall by the appropriate deadlines. It is also the responsibility of students to review their schedule of classes in OnePort to verify that they are registered for the correct classes.

### **Schedule Adjustment Week**

Students may drop or add full-semester courses during the first five days of the semester. After the 5th day of classes, students may adjust their schedules by late adding or withdrawing from classes.

**Late Add** – With the approval of the instructor and department chair, students may add a full-semester course during the 6<sup>th</sup> through the 10<sup>th</sup> days of the semester. A Late Add form, containing the signatures of the instructor and department chair must be received in the OneStop Student Services Office by 5 p.m. on the 10<sup>th</sup> day of the semester. Students who add classes after the start of the semester are responsible for missed material and assignments. At the discretion of the instructor, missed classes may be counted as absences and may be subject to the instructor's attendance policy.

**Withdraw** – After the Schedule Adjustment Week, a student may withdraw from a full-semester course through the end of the 6<sup>th</sup> week of class, and a Term I or Term II course through the end of the 12<sup>th</sup> day of the class. A student who withdraws in this way will receive a grade of W for the course. Withdrawal (W) hours count as Attempted Hours and are used in the calculations for tuition surcharge and academic standing.

Students are limited to three (3) course withdrawals while enrolled at UNC Asheville. Exceptions may be granted for students who withdraw from all courses due to extenuating or emergency circumstances (see **Withdrawal (Exit) from the University**).

A student who wants to withdraw from a course must meet with his or her advisor. The official withdrawal date is the date on which the student submits the Withdrawal Form, signed by the student, his/her advisor, and the instructor of the course to the OneStop Student Services Office.

Requests for withdrawal after the deadline will be considered only for documentable emergencies beyond the student's control. Students requesting a withdrawal after the deadline must complete a petition for Late Withdrawal and submit the completed form and appropriate supporting documentation prior to the final two weeks of the semester. In order for a petition for a late withdrawal to be considered, students are required to demonstrate they are participating in the class and receiving a passing grade. Final approval rests with the Enrollment Services Committee and/or its designee. If a student's situation is unusually severe, or an emergency, the committee may consider petitions that are retroactive for a previous semester; however, proposals will not be considered if submitted one calendar year beyond the date the initial grade was earned.

Students who withdraw from all of their courses are exiting from the university. There are special procedures for doing this. See the section on Withdrawal (Exit) from the University.

**2. Delete:** On page 41, the entry under **Withdrawal (Exit) from the University:**

A student who finds it necessary to withdraw (exit) from the university before the end of a term must contact the OneStop Student Services Office.

When a student withdraws after the drop/add period but before the announced deadline for withdrawal, a grade of W will be assigned for each course. The official date of withdrawal to be used for determining grades and tuition refunds is the day on which the student submits the completed forms to withdraw from school to the OneStop Student Services Office. A student who fails to file the appropriate forms by the stated deadline will receive an F as the final grade in each course.

**Add:** On page 41, in place of deleted entry:

A student who finds it necessary to withdraw from all courses (exit the university) before the end of a term must contact the OneStop Student Services Office.

When a student exits after the Schedule Adjustment Week, but before the published deadline to withdraw, a grade of W will be assigned for each course. The official date of withdrawal, used for determining grades and tuition refunds, is the day on which the student submits the completed forms to withdraw to the OneStop Student Services Office. A student who fails to file the appropriate forms by the stated deadline will receive an F as the final grade in each course.

Students who experience emergency circumstances requiring withdrawal from all classes after the 6<sup>th</sup> week of the semester must complete a Late Withdrawal petition and provide appropriate documentation to support their request. Emergency circumstances are situations beyond the student's control that prevent the student from attending class and/or completing the required coursework. In order for a petition for late withdrawals to be considered, students are required to demonstrate they were participating in the classes and receiving passing grades prior to the emergency.

Students who withdraw from all classes in a semester must meet with a OneStop advisor or the Assistant Provost prior to registering for additional courses.

**Impact:**

The withdrawal period will be shorter and students will be limited to (3) withdrawals while enrolled at UNC Asheville. The intended consequence is that students will complete their registered courses at a higher rate.

**Rationale:**

The original intent for withdrawals was for use by students who, in spite of sincere efforts, could not master the material. Based on input from faculty, most students who withdraw have not been actively enrolled in the class (attending and completing required assignments). Withdrawals have become a very large "safety net". When students register for classes – knowing that they have over half of the semester to withdraw – they may not feel a commitment to attend, complete assignments, and seek assistance if they have academic difficulty because they can "always withdraw". Casual registration without a commitment to complete the course creates a loss of valuable seats in classes and students lose progress toward their degree. Shortening the time in which a student can withdraw, and limiting the

number of withdrawals, will encourage students to give more consideration to their course choices and require them to give more attention to successful completion of the classes for which they are registered.

Accumulated withdrawals affect students' eligibility for financial aid, which is a key factor in timely degree completion. Withdrawals are also used in the calculations for the tuition surcharge. Allowing unlimited withdrawals through the 9<sup>th</sup> week does not convey the potential effect of withdrawals on the student's ability to complete their degree in four years with minimal debt. Having policies that support the importance of successful completion of all registered courses is an important message for the university to send to students.

Students who withdraw from all courses in a semester will be required to meet with a OneStop advisor or the Assistant Provost prior to re-registering for a following semester. This will help students to assess the reasons for their withdrawal and ensure that those same reasons will not interfere with their ability to succeed in their re-enrollment. See the following data for information on withdrawals.

**# of W Grades**

<b>Semester/Year</b>	<b>Total</b>
Fall 2006	880
Spring 2007	828
Fall 2007	1010
Spring 2008	722
Fall 2008	749
Spring 2009	745
Fall 2009	776
Spring 2010	838
Fall 2010	872
Spring 2011	784
Fall 2011	916
Spring 2012 (2/28/12)	237
<b>Grand Total</b>	<b>9357</b>

**Withdrawals by Student Class**

<b>Student Class</b>	<b>Total</b>
Freshman	1421
Sophomore	2081
Junior	2343
Senior	2698
Graduate (MLA)	48
Post Graduate	393
Non Degree	373
<b>Grand Total</b>	<b>9357</b>

**# of Students with W Grades**

<b># W Grades</b>	<b># of Students</b>
1	2422
2	969
3	415
4	300
5	183
6	81
7	60
8	34
9	14
10	16
11	2
12	4
13	3
14	2
15	1
21	1
<b>Grand Total</b>	<b>4507</b>

**3. Delete:** On pages 41-42, the entry under **Academic Load:**

A normal academic course load is 12 to 18 semester hours in the fall and spring semesters. Students wishing to register for more than 18 semester hours must have the approval of their advisor(s). The maximum credit-hour load for summer terms depends on the length of the term, but normally does not exceed 10 hours, with a maximum of 7 hours per term. The minimum number of semester hours for a full-time student is 12 for the semester. However, students who take just the minimum of 12 hours each semester will not complete all graduation requirements in four years.

**Add:** On pages 41-42, in place of deleted entry:

In order to graduate in four years, degree-seeking students should register for at least 15 hours each semester. A student must be enrolled in a minimum of 12 semester hours to be considered full-time. Enrollment in more than 18 semester hours requires the approval of the student's advisor. The maximum credit-hour load for summer terms depends on the length of the term, but normally does not exceed 10 hours, with a maximum of 7 hours per term. To be considered full-time in summer, students must register for at least 6 hours.

**Impact:**

None.

**Rationale:**

The new language provides a clear expectation that students need to register for at least 15 hours in order to complete their degree in four years.