

**FACULTY COUNCIL MEETING**  
**3:00 p.m., Tuesday, April 8, 2008**  
**Council Room, 250 Student Union**

**AGENDA:**

1. Roll Call
2. Approval of the March 11, 2008, Minutes
3. Approval of Agenda
4. Special Report: Update on the Athletic Department Construction Projects — Mike Holder (10 minutes)  
Special Report: Activities of the Emeriti Association — Larry Zirkle (10 minutes)  
Special Report: Energy Savings Update – David Bosserman (5 minutes)
5. Report of Status of Faculty Council Recommendations:  
President Hargis, Provost, and/or Vice Presidents
6. Reports of Standing Committees:
  - a. Academic Standards and Policies: Brad Bays – Update  
Recommendation: Adding and Dropping Courses and Withdrawing from the University (attached)
  - b. Athletics: Kris Giles – No Report
  - c. Budget: Carol Moder – Update
  - d. Campus Facilities, Safety, and Security: Ken Clinkenbeard – No Report
  - e. Faculty: David Yellin – No Report
  - f. Long-Range Planning and Information Technology: Khaled Gasem – No Report
  - g. Research: Leon Spicer – Update
  - h. Retirement and Fringe Benefits: Bruce Russell – No Report
  - i. Rules and Procedures: Brian Carter – Update
  - j. Student Affairs and Learning Resources: Glenn Brown – Update
7. Reports of Liaison Representatives
8. Old Business
9. New Business
10. Adjournment

*Refreshments will be served at 2:45 p.m.*

	<b>Amended By</b>	<b>Passed</b>	<b>Failed</b>
<b>Recommendation No.</b> <u>08-04-01-ASP</u>	1. _____	_____	_____
<b>Moved By:</b> <u>Academic Standards &amp; Policies Committee</u>	2. _____	_____	_____
<b>Seconded By:</b> _____	3. _____	_____	_____
_____ <b>Passed</b> _____ <b>Tabled</b> _____ <b>Failed</b>	4. _____	_____	_____
<b>Title:</b> <u>Adding and Dropping Courses and Withdrawing from the University</u>			

**The Faculty Council Recommends to President Hargis that:** the university administration approve the document titled “Adding and Dropping Courses and Withdrawing from the University” (see attached).

**Rationale**

The proposed policy and procedures document makes the following substantive changes to university policy on dropping and adding courses:

1. This policy change clarifies and formalizes current practice relating to committee membership and procedures regarding the “late drop” and “late withdrawal” policies. Students must petition to drop courses or withdraw from all courses. In the past, two separate committees have had charge to review such petitions. The two committees have had similar membership and generally operated under similar rules, but the Late Withdrawal Committee was unspecified and under the purview of the Office of the Registrar. The proposed change combines the Late Drop Committee and the Late Withdrawal Committee into one entity that operates under the same guidelines.
2. The policy change also increases clarity of what may and may not be considered grounds for petitioning the committee regarding late drops and late withdrawals. It is anticipated that this clarification will reduce the overall petition load of the committee by reducing petitions that are ineligible for consideration.
3. The policy adds a new subsection (5.00) that formalizes university policy on the review process for granting refunds of tuition and fees for students who must withdraw from the university due to hardship or extraordinary circumstances. Currently such reviews are handled on a case-by-case basis by the Office of the Registrar, but without a stated procedure in university policy; this lack of transparency has been quite problematic, since denied petitioners have no opportunity for appeal. This proposed change establishes a new committee, the Tuition Refund Review Committee, which shall review all special cases using a standard procedure. The Tuition Refund Review committee will make the final decision on such cases.

**Proposed document follows:**

**ADDING AND DROPPING COURSES AND WITHDRAWING FROM THE UNIVERSITY 2-0206**  
**GENERAL UNIVERSITY**  
**August 2007**

**POLICY**

**Adding Courses**

1.01 Approval of the student's academic adviser is required for adding a course. The end of the sixth day that classes meet in a regular semester (not counting Saturday as a class day) or the third class day of an eight-week session, or during the proportionate period for block or short courses, is the last day a course may be added (nonrestrictive). With instructor's approval, a course may be added during day seven through Friday of the second week of classes of a regular semester, or the fourth day of an eight-week session (restrictive).

**Dropping Courses**

2.01 At any time prior to the end of the sixth day that classes meet in a regular semester (not counting Saturday as a class day) or the third day of an eight-week session (or proportionate periods for block or short courses), a student may drop a course, and no record of the course will appear on the student's academic record. Students receive a full refund of tuition/fees during this time.

2.02 After the time to drop with no transcript record and prior to the end of the twelfth week of classes of a regular semester or the sixth week of an eight-week session (or proportionate periods for block or short courses), a grade of "W" (dropped) shall be recorded on the student's academic record. From day seven through Friday of the second week of classes of a regular semester, or the fourth day of an eight-week session (or proportionate periods for block or short courses), students who drop will receive a fifty percent refund of tuition/fees. Beginning the third week of classes, students will forfeit the full amount of tuition and fees for dropped courses. During this time a student who never attended a class may drop the course but is not eligible to receive a refund of tuition/fees.

2.03 After the twelfth week of a regular semester or sixth week of an eight-week session (or proportionate periods for block or short courses), a student may not drop a course and shall be assigned only the grade of "A," "B," "C," "D," or "F" or (when appropriate) "I," "NP," "P," "S," "U," or "R" by the instructor at the end of the semester. A grade of "F!" may be assigned in cases of alleged violations of academic integrity. Exceptions to this policy may be allowed by petition due to extraordinary circumstances as described in 4.01-4.04 below.

2.04 A student may not drop any course in which a formal charge of a violation of academic integrity is pending against the student. If the student is absolved of the formal charge, he or she may drop the course with either a "W" or "F" (according to the drop grade policy) appearing on the academic record. If the student is found to be responsible for a violation of academic integrity, the instructor may take appropriate disciplinary action, including assigning the grade "F" for the assignment or "F!" for the course.

2.05 No course may be dropped without the approval of the student's academic adviser.

2.06 The deadline for dropping a course that meets on a single weekend is the last business day before the class meets (e.g., Friday before a course that starts on Friday or Saturday).

**Withdrawing from the University**

3.01 The withdrawal process is initiated in the office of student academic services of the student's college. A student may withdraw from the University at any time before or on the Friday prior to the beginning of "Pre-finals Week" (or proportionate periods in summer or shorter terms). Prior to the end of the twelfth week of a regular semester or the sixth week of an eight-week session (or proportionate periods for block or short courses), a grade of "W" (withdrawn)

shall be recorded on the student's academic record.

3.02 After the twelfth week of a regular semester or the sixth week of an eight-week session but prior to the beginning of "Pre-finals Week" (or proportionate periods in summer or shorter terms), a grade of "W" (withdrawn) or "F" (failing) shall be recorded on the student's academic record as assigned by the instructor of each course at the time of withdrawal, and the grade of "F" will be calculated in the grade point average.

3.03 After the beginning of "Pre-finals Week" (or proportionate periods in summer or shorter terms), a student may not withdraw from the University and shall be assigned only the grade of "A," "B," "C," "D," or "F" or (when appropriate) "I," "NP," "P," "S," "U," or "R" by the instructor of each course at the end of the semester or summer session.

### **Dropping a Course or Withdrawing from the University After the Deadline**

4.01 Consideration will be given for a student to drop after the twelfth week in a regular semester or the sixth week in an eight-week session (or proportionate periods for block or short courses) or withdraw on or after the beginning of "Pre-Finals Week" (or proportionate periods in summer or shorter terms) under the following or similar conditions:

- A. Written verification from a recognized professional (e.g., physician) that the student was physically prevented from dropping or withdrawing due to illness, injury, or personal emergency of the student or a member of the immediate family.
- B. Written verification from an appropriate representative or publication of the University proving that the student was given misinformation as to the correct deadline for dropping a course or withdrawing from the university.
- C. Written verification from the instructor of record that the student never attended the class (the verification may state that the student neither submitted assignments nor completed examinations).
- D. Circumstances beyond the student's control that have arisen after the deadline.

4.02 Reasons similar to those listed below will not result in approval for dropping a course or withdrawing from the university after the deadline:

- A. Student's lack of knowledge or misunderstanding of the deadline (when no documented misinformation has been provided by the University).
- B. Student waited to get the results of an exam or other assignment.
- C. Student's grades have declined since the deadline.
- D. Student does not need the course for graduation.
- E. Different deadlines existed at a previous school.

4.03 Process. Dropping a course or withdrawing from the university after the deadline is permitted within a specific time period and requires involvement of the student, a university-wide committee and the faculty member as described below.

- A. Student. A student requesting to drop must complete a "Petition to Drop a Course after Deadline," which is available online, in college student academic services offices, and the Office of Academic Affairs. The completed form with supporting documentation and signatures of the student's adviser and Student Academic Services Director must be submitted to the Office of Academic Affairs.
- B. Committee. Petitions for exceptions to the deadline for dropping courses will be reviewed by a university-wide committee as described in 4.04 below. If the committee approves the student's petition, the student will be notified by the Office of Academic Affairs and will be instructed to pick up the petition from 101 Whitehurst on the Stillwater campus or Enrollment Services on the Tulsa campus. The petition will be taken by the student to the faculty member (instructor of record) for assignment of a "W" or "F."
- C. Faculty Member. The instructor of record should assign a grade of "W" or "F" after approval of the student's petition by the committee. For approved petitions, the instructor may appropriately consider how the student's exceptional circumstances may have affected performance, but the ultimate responsibility for grade assignment rests with the faculty member. A grade of "W" should be assigned if the student never attended the class or was passing the course at the time of the petition to drop and a grade of "W" or "F" if the student was failing the course at the time of the drop. If the student meets the requirements for an incomplete grade, the instructor may also award an "I" for incomplete work.
- D. Deadline. The maximum time period for submitting a petition to drop a course after the deadline is no later than four months after the date the grade for the course is officially due in the Registrar's Office, or six weeks after the student begins a new semester, whichever comes first.
- E. Refunds of tuition and fees for students who never attended class. A student who never attended a class may drop the course but is not eligible to receive a refund of tuition/fees.

4.04 Review Committee. A university-wide committee shall review petitions for exception to the deadline for dropping courses or withdrawing, and shall operate as described below.

- A. Composition. The committee will consist of a representative from each undergraduate college, University Academic Services, the Graduate College, OSU-Tulsa and a member of the Academic Standards and Policy Committee of Faculty Council. The Registrar or a Registrar's representative will serve as an ex-officio, nonvoting member.
- B. Organization. The committee shall initially elect a chair and vice chair from among its membership. The chair shall serve a one-year term. The vice chair will chair the committee in the absence of the chair or when the committee considers petitions from the committee chair's college. The vice chair will become the chair in the year following his/her term as vice chair. A new vice chair will be elected at the first fall semester meeting each year.
- C. Petition Review. The committee will meet weekly from the 13th week (7th week of an eight-week term) through the week after final exams each semester or summer session to review petitions. Petitions submitted after this date will be reviewed in the next term.
- D. Role and Authority. The committee will determine by majority vote whether the student's circumstances merit the granting of an exception to the deadline for dropping courses or withdrawing. The chair will vote only to break a tie. The key questions in determining whether to approve the drop or withdrawal after the deadline are (1) did the circumstances

described change or arise after the deadline, and (2) why did the circumstances described affect only the course(s) requested to be dropped.

- E. The decision of the committee is final. Members of the committee have full authority to act on the petitions as representatives of faculty and administration. No appeal exists for the decision of the committee.

### **Refunds of Tuition and Fees**

5.01 According to the Oklahoma State Regents for Higher Education, institutions may refund tuition and fees paid by a student who must withdraw from the institution due to hardship or extraordinary circumstances. Students may only petition for a refund of tuition and fees for courses in which they have officially withdrawn – refunds will not be granted for courses with an assigned grade of 'F' or 'F!'. Students with the following or similar conditions may qualify for refunds:

- A. Written verification from a recognized professional (e.g., physician) that the student must withdraw because of serious illness, injury, or personal emergency of the student or a member of the immediate family.
- B. Written verification from an appropriate representative or publication of the university proving that the student was given misinformation as to the correct deadline for receiving a refund of tuition and fees.
- C. Official verification that the student attended another institution and written verification from the instructors of record that the student never attended classes at OSU (the verification may state that the student neither submitted assignments nor completed examinations).
- D. Other hardship or extraordinary circumstances that have arisen after the refund deadline.

5.02 Reasons similar to those listed below will not result in approval for receiving a refund of tuition and fees after the deadline:

- A. Student's lack of knowledge or misunderstanding of the deadline (when no documented misinformation has been provided by the University).
- B. Student waited to get the results of an exam or other assignment.
- C. Student's grades have declined since the deadline.
- D. Student does not need the course for graduation.
- E. Different deadlines existed at a previous school.
- F. Non-attendance or non-participation in the class alone

5.03 Process. Petitioning for a refund after the deadline is permitted within a specific time period and requires involvement of the student and a university-wide committee as described below.

- A. Student. A student requesting a refund must complete a "Petition for Refund of Tuition and Fees," which is available online, in college student academic services offices, and the Office

of the Registrar. The completed form with supporting documentation and signatures of the student's adviser, Student Academic Services Director, and instructor(s) must be submitted to the Office of the Registrar.

- B. Committee. Petitions for exceptions to the deadline for refunds will be reviewed by a university-wide committee as described in 5.04 below. Petitions by this committee are only for the consideration of a refund of tuition and fees. The 'W' or other grade notation will remain on the academic record.
- C. Deadline. The maximum time period for submitting a petition for a refund of tuition and fees is no later than four months after the date the grade for the course is officially due in the Registrar's Office, or six weeks after the student begins a new semester, whichever comes first.

5.04 Review Committee. A university-wide committee shall review petitions for refunds of tuition and fees after the refund deadline and shall operate as described below.

- A. Composition. The committee will consist of a representative from each undergraduate college, University Academic Services, the Graduate College, OSU-Tulsa, the Office of the Registrar, and a member of the Academic Standards and Policy Committee of Faculty Council.
- B. Organization. Same as 4.04.B above.
- C. Petition Review. The committee will meet at least monthly to review petitions.
- D. Role and Authority. The committee will determine by majority vote whether the student's circumstances merit the granting of an exception to the deadline for a refund. The chair will vote only to break a tie.
- E. The decision of the committee is final. Members of the committee have full authority to act on the petitions as representatives of faculty and administration. No appeal exists for the decision of the committee.

Approved: Council of Student Academic Services Directors, November 2002  
Faculty Council, February 11, 2003  
Instruction Council, March 14, 2003  
Deans Council, July 10, 2003

Revised: September 1982  
September 1987  
December 1990  
March 1997  
June 1998  
April 2005  
February 2007  
March 2008