

INDIANA UNIVERSITY - PURDUE UNIVERSITY FORT WAYNE

EDUCATIONAL POLICY COMMITTEE

MEMORANDUM

To: Fort Wayne Senate

From: Educational Policy Committee

Linda Hite, Chair

Subject: Proposed Amendment to the Academic Regulations ([SD 85-18](#)) - Military Service Withdrawals and Related Clarifications

Date: December 5, 2001

Disposition: To the Presiding Officer for Implementation

WHEREAS, IPFW realizes that students who are members of the National Guard or Military Reserves may be called to active duty, and

WHEREAS, IPFW seeks to minimize disruptions or inconveniences for students fulfilling their military responsibilities, and

WHEREAS, the need to amend the academic regulations to address this issue also provides the opportunity to address withdrawal from the university as a separate topic from course drops and to clarify the related regulations,

BE IT RESOLVED, that the Senate approve the attached amendments to the Academic Regulations by deleting the text in ~~strikeout~~ and adding the text in **boldface**.

PROPOSED CHANGES TO THE ACADEMIC REGULATIONS

3.8 Schedule Revisions. A student may make schedule revisions in accordance with the following policies. The student must submit the completed schedule revision form with appropriate signatures to the Registrar's Office or the student's department. All schedules and deadlines are prorated for courses not meeting for an entire fall or spring semester.

3.8.1 Course additions. A student may add a course after the initial registration on the schedule revision form. An academic advisor's approval is required for all students who add courses at the Registrar's Office and for the following students: freshmen, first-term re-entry, transfer, or those in a new major, and those on academic probation. Additional restrictions are described below:

<u>Weeks</u>	<u>Restrictions</u>
Up through the 1st week of classes	School/division policy determines whether an academic advisor's approval is required.
2 through 4	School/division policy determines whether an academic advisor's approval is required. The instructor must approve.
5 through 9	School/division policy determines whether an academic advisor's approval is required. The instructor and the student's dean or division director must approve. Approval will normally be given only when extenuating circumstances are involved.
10 and following	Courses may not normally be added during this time.

3.8.2 Course drops (cancellations of registration). A student may drop a course, subject to the time limits ~~and restrictions below~~ **and the restrictions described in this section and in section 3.9** and in the absence of any allegation that the student is guilty of academic dishonesty in the course by presenting a request at the Registrar's office or the student's department.

<u>Weeks</u>	<u>Restrictions</u>
Up through the 4th week of classes	School/division policy determines whether an academic advisor's approval is required. Course is not recorded on the student record.
5 through 9	School/division policy determines whether an academic advisor's approval is required. Course is recorded with a grade of W on the student record.
10 through 16	Courses cannot normally be dropped during this period. If a drop is approved, the course is recorded with a grade of W on the student record.

The opportunity to drop a class is restricted as specified below:

3.8.2.1 Alleged academic dishonesty. Students will not be permitted to drop a class in which there is an allegation of academic dishonesty.

3.8.2.2 Late-term drops related to academic performance. After the ninth week, students will not be permitted to drop a class due to poor academic performance in the class.

3.8.2.3 Late-term drops unrelated to academic performance. After the ninth week, and with the approval of the student's academic advisor and the student's dean/division director, a student may drop a course when the reason for requesting the drop is unrelated to the student's academic performance in the course.

~~From the tenth through the sixteenth weeks, a course may be dropped and a grade of W assigned only with the approval of the student's academic advisor and the student's dean/division director, after the latter have consulted with the instructor. Such drops shall not be approved if sought because of the student's poor performance in the course.~~

3.8.2.4 Post-term drops. After the end of the sixteenth week, a course may be dropped only by following the procedure for a change of grade (see Section 6.6).

3.8.3 Change of P/NP option. A student may change the P/NP option for a course prior to the end of the fourth week of an academic session by obtaining the signature of the academic advisor next to the appropriate notation on the schedule-revision form.

3.8.4 Change of auditing option. A student may alternate between audit and credit status during an academic session. A change from audit to credit may occur only during the first four weeks; a change from credit to audit may occur only during the first nine weeks. Changes of auditing status require the signature of the academic advisor next to the appropriate notation on the schedule-revision form.

3.9 Withdrawal from the university. Withdrawal from the university is normally accomplished by withdrawing from each course in which the student was enrolled. Special circumstances which can affect the withdrawal are specified below.

3.9.1 Withdrawal for military service. Any student called to active military duty may present a copy of their military service orders and (a) withdraw from all courses and receive a 100% refund of tuition and fees at any time during the semester through the end of final examinations or (b) with the permission of each instructor, receive an Incomplete or final grade in the courses taken. Such requests and documentation may be presented by the student or other responsible party who has the student's permission to make the request. Refunds of fees will not be made if the student receives a grade and credit for the course, and all refunds will be adjusted as required by financial aid regulations. If a withdrawal is processed after the fourth week of classes, the grade of W will be assigned.

3.9.2 Withdrawal for personal circumstances. Students who seek to withdraw from IPFW after the ninth week of classes, based on personal circumstances, should contact the Dean of Students for guidance about the process.

~~3.9~~ **3.10 Attendance.** Every student is expected to attend every meeting of the classes for which the student is enrolled. Work missed during absences may be made up with the instructor's permission. At the beginning of the academic session, each instructor shall make a clear statement to all students regarding the instructor's policy for handling absences. Any student who discontinues class attendance and does not meet course requirements shall receive a grade of F for unauthorized withdrawal.

~~3.9.1~~ **3.10.1** Students who must report their class attendance in order to satisfy requirements of financial-aid sponsors are obligated to present the sponsor's certification form to each instructor.

~~3.9.2~~ **3.10.2** Each instructor will certify that student's attendance by completing the form.

~~3.9.3~~ **3.10.3** Unless a prior agreement has been made by the instructor with the student, no instructor will be obligated to certify student attendance for more than the most recent class.

A student may not attend any class before completing official registration procedures, after withdrawing from the class, or after the registration has been canceled. An instructor who

discovers an unregistered student in a class should discuss the problem with the student and notify the Registrar's Office if the problem is not promptly resolved.