

BOARD OF REGENTS
BRIEFING PAPER
***Handbook Revision, Withdrawal Policy for Universities, Community Colleges, and
the State College***

BACKGROUND & POLICY CONTEXT OF ISSUE:

Current Board policy sets forth withdrawal (“W”) policies for Universities, Community Colleges, and the State College (*Title 4, Chapter 16, Sections 12, 21, and 32 of the Handbook*) under which each institution may establish its own final “drop” or withdrawal date for students. Currently, these dates vary across the system from as early as the midpoint of a semester course to as late as the 13th week.

To provide consistency, this policy proposal recommends a system-wide timeframe for withdrawals up until 60 percent of the course instruction has occurred.

SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Amend *Title 4, Chapter 16, Section 12* (Universities), *Title 4, Chapter 16, Section 21* (Community Colleges), and *Title 4, Chapter 16, Section 32* (State College) of the *Handbook* to provide that a student may drop or withdraw from a course up until 60 percent of the course instruction has occurred. For community colleges, also provide that a withdrawal from a one-day course must be completed by the day before the class meeting. In addition, authorize institutions to establish exceptions for unforeseen events. (See attached Policy Proposal.)

IMPETUS (WHY NOW?):

The funding formula proposed by NSHE for the purpose of the interim Legislative Committee to Study the Funding of Higher Education (Senate Bill 374, Chapter 375, *Statutes of Nevada 2011*) recommends the funding of defined completed courses that would exclude courses where a “W” (withdrawal) was issued. For the sake of consistency across the System, a uniform “W” policy is recommended by staff.

BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

- A standard timeframe with withdrawal at all institutions will provide consistency for students and faculty.
- As NSHE considers revisions to its funding formula, consistency is needed for institutions in reporting withdrawals.

POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

None have been brought forward.

ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

Maintain current policy under which institutions may establish their own withdrawal dates.

COMPLIANCE WITH BOARD POLICY:

Consistent With Current Board Policy: Title # _____ Chapter # _____ Section # _____

X Amends Current Board Policy: *Title 4, Chapter 16, Sections 12, 21, and 32.*

Amends Current Procedures & Guidelines Manual: Chapter # _____ Section # _____

Other: _____

X Fiscal Impact: Yes _____ No X _____

Explain: The proposed policy will provide for consistent administration of student withdrawals in the context of the proposed NSHE funding formula.

POLICY PROPOSAL
TITLE 4, CHAPTER 16, SECTION 12
Withdrawal Policy – Universities

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

Section 12. University Drop/Withdrawal Policies

1. A student may drop or withdraw from a course *up* until ***60 percent of the course instruction has occurred*** [~~the final drop/withdrawal date established by the university~~]. *Universities may establish exceptions for unforeseen events including, but not limited to:*
 - a. *Deployment of the student in the United States Armed Forces;*
 - b. *Death or incapacitation resulting from an illness or injury of the student or the student's spouse, child, parent, or legal guardian that prevents the student from returning to the school for the remainder of the semester;*
 - c. *Involuntary job transfer outside the service area of the institution as documented by employer; or*
 - d. *Other exceptional circumstances beyond the control of the institution or the student.*
2. ***In addition to the foregoing***, [U]universities shall develop policies and procedures concerning the dropping of courses and the formal withdrawal from the institution, including the appropriate schedule of dates from which these actions may be taken by a student. Institutional drop/withdrawal policies must be published in the course catalog.

Effective Fall 2013

POLICY PROPOSAL
TITLE 4, CHAPTER 16, SECTION 21
Withdrawal Policy – Community Colleges

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

Section 21. Community College Registration

1. Registration procedures shall be developed and published by each community college.
2. Registration is not complete until all fees are paid and all registration materials are filed with the college's registrar or other appropriately designated office.
3. A student who completes registration after the time period designated by the college may be charged a late registration fee.
4. A student who wishes to enroll for semester credits exceeding what the college defines to be a heavy load must obtain the approval from the appropriate college office designated by the institution.
5. Each community college shall have the right to define prerequisites or concurrent enrollment for registration for specific classes.
6. Definition of student enrollment status:

Full-time student	12 semester credits or more
Three-quarter time student	9 – 11 semester credits
Half-time student	6 – 8 semester credits

7. A student may withdraw from a course ***up until 60 percent of the course instruction has occurred*** [~~any time prior to the date prescribed by the college~~]. ***For one-day courses, a withdrawal must be completed by the day before the class meeting. Community colleges may establish exceptions for unforeseen events including, but not limited to:***
 - a. ***Deployment of the student in the United States Armed Forces;***
 - b. ***Death or incapacitation resulting from an illness or injury of the student or the student's spouse, child, parent, or legal guardian that prevents the student from returning to the school for the remainder of the semester;***
 - c. ***Involuntary job transfer outside the service area of the institution as documented by employer; or***
 - d. ***Other exceptional circumstances beyond the control of the institution or the student.***
8. ***In addition to the forgoing, community Colleges shall develop policies and procedures concerning the dropping of courses and the formal withdrawal from the institution, including the appropriate schedule of dates from which these actions may be taken by a student. Institutional drop/withdrawal policies must be published in the course catalog.***
89. The registration of a student who is ineligible to attend the college is subject to immediate cancellation.

Effective Fall 2013

POLICY PROPOSAL
TITLE 4, CHAPTER 16, SECTION 32
Withdrawal Policy – State College

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

Section 32. State College Drop/Withdrawal Policies

1. A student may drop or withdraw from a course *up until 60 percent of the course instruction has occurred* [~~the final drop/withdrawal date established by the state college~~]. *The state college may establish exceptions for unforeseen events including, but not limited to:*
 - a. *Deployment of the student in the United States Armed Forces;*
 - b. *Death or incapacitation resulting from an illness or injury of the student or the student's spouse, child, parent, or legal guardian that prevents the student from returning to the school for the remainder of the semester;*
 - c. *Involuntary job transfer outside the service area of the institution as documented by employer; or*
 - d. *Other exceptional circumstances beyond the control of the institution or the student.*
2. *In addition to the forgoing*, [F]the state college shall develop policies and procedures concerning the dropping of courses and the formal withdrawal from the institution, including the appropriate schedule of dates from which these actions may be taken by a student. Institutional drop/withdrawal policies must be published in the course catalog.

Effective Fall 2013