

These are the notes from the last meeting that this item was discussed. Please review for 11/2/15 meeting

*From Minutes for 6/2/2015 Meeting of Academic Affairs*

**'W' Grade & Administrative Withdrawal Policy – Syllabus discussion**

- a. Please see attachment.
- b. There was some discussion on the importance of adding these details in the syllabus for instructors.
- c. The question on how faculty are going to be informed of these change was brought up, with an emphasis on the communication with part-time faculty being especially important.
- d. The comment was made that grading criteria definitely needs to be on the syllabus.
- e. Sara Henson let Jenni Newby and the Curriculum Committee know about these discussions since the current syllabus template is posted on the Curriculum Committee page.
- f. The withdrawal options for students in short term class needs to be very clear since it can end up effecting students financial aid packages.
- g. The details for when students can withdraw from a course was left purposely vague so it's up to the instructors but this must be included on the syllabus.
- h. The last statement that starts with "No withdrawals will be accepted..." should be a continuation of the paragraph above, not as a new paragraph.
- i. There was a question on whether or not we should add a new section that specifically addresses the short term courses.
- j. There was the question on if there was a full document since the attachment is just a piece or section of these edits. The response was that this comes from the catalog.
- k. Seana Barry will take these edits back to Courtney Whetstine for next year.