

Arts & Science Council 8 February 2008

AGENDA ITEM #4: Proposed Policy Changes

4. i. Proposal: Late Withdrawal - LWD

This proposal comes forward as a Tri-campus initiative, with UTM and UTSC sponsoring similar proposals adapted to their circumstances. The Faculty proposes:

For Approval:

- **Students pursuing a degree in the Faculty of Arts & Science may request to withdraw without petition from a total of no more than 3.0 FCEs in the 20.0 FCEs required for their degree, provided such a request is made by the last day of classes in the relevant course.**
- **Such requests will be made to their college registrar, who will be granted the authority to approve such requests using guidelines developed jointly with the Office of the Faculty Registrar.**
- **Withdrawals approved under this procedure will be noted on the academic record by the course status LWD (Late Withdrawal after the Drop Date). This course status will have no effect on the GPA or other elements of the academic record.**

The proposal will provide an appropriate mechanism for students, with the assistance of their college registrars, to remedy situations where the student is struggling, has fallen irretrievably behind, or is overwhelmed by personal or other circumstances. A student whose courses are beyond repair will be able to minimize the long-term damage, consolidate his or her academic load and focus what time and energy remains during the Study Period and the Exam Period on the salvageable courses, because an immediate response to the situation is available. Such approvals will be accompanied by appropriate advising, and students will be expected to learn from their experience so as not to repeat the behaviour that produced the problems. Those who have fallen behind with assignments or are not at all prepared to write exams in their courses will be expected to make use of this remedy, and subsequent petitions for deferred exams or extensions will be viewed more strictly in light of it. Should a student encounter problems requiring a remedy beyond the 3.0 FCEs, the normal petition process will remain available.

The course status of LWD will be newly created to facilitate the need to count such withdrawals, but this will be a central administrative change if approved, because such non-grade designations fall within the administrative appendix to the UofT *Grading Practices Policy* rather than being in the policy itself.

To: Erindale College Council

Sponsor: Gage Averill, Dean and Vice-Principal Academic and
Diane Crocker, Registrar and Director of Enrolment
Management

Date: February 28, 2008

Item Identification: Proposed changes to Late Withdrawal rules

I. Late Withdrawal Proposal (LWD)

This proposal comes forward as a Tri-campus initiative, with the Faculty of Arts and Science and the University of Toronto Scarborough sponsoring similar proposals adapted to their circumstances.

Recommendation:

Be It Resolved,

THAT Students pursuing a degree at University of Toronto Mississauga may request to withdraw without petition from a total of no more than 3.0 FCEs in the 20.0 FCEs required for their degree, provided such a request is made by the last day of classes in the relevant course; and

THAT Such requests will be made through an academic advising appointment in the Office of the Registrar. The Associate Registrar, Student Records, will be granted the authority to approve these requests, only after the student has received advising and fully understands the implications of their actions. Guidelines for granting requests will be developed jointly between the Office of the Registrar and the Dean and VP Academic; and

THAT Withdrawals approved under this procedure will be noted on the academic record by the course status LWD (Late Withdrawal after the Drop Date). This course status will have no effect on the GPA or other elements of the academic record.

Rationale:

The proposal will provide an appropriate mechanism for students, with the guidance of an academic advisor, to remedy situations where the student is struggling, has fallen irretrievably behind, or is overwhelmed by personal or other circumstances. A student whose courses are beyond repair will be able to minimize the long-term damage, consolidate his or her academic load and focus what time and energy remains on the salvageable courses, because an immediate response to the situation is available. Students will be expected to learn from their experience so as not to repeat the behaviour that produced the problems. Those who have fallen behind with assignments or are not at all prepared to write exams in their courses will be expected to make use of this remedy, and subsequent petitions for deferred exams or extensions will be viewed more strictly in light of it. Should a student encounter problems requiring a remedy beyond the 3.0 FCEs, the normal petition process will remain available.

The course status of LWD will be newly created to facilitate the need to count such withdrawals, but this will be a central administrative change if approved, because such non-grade designations fall within the administrative appendix to the U of T *Grading Practices Policy* rather than being in the policy itself.

November 15, 2007

To: Members of the Academic Committee

From: The Sub-committee on Standing

Re: Deadline for withdrawal from courses

At present the deadline for withdrawal from courses is at the end of the 10th week of classes. If students meet that deadline, the course disappears from the transcript. Students who miss the deadline may petition to drop the course. If the petition is granted, the course is dropped but it remains on the student's transcript with a grade of WDR (withdrawn without academic penalty) indicating that it was dropped after the deadline.

Proposal:

- That students continue to be given until the end of the 10th week of classes to drop courses with no record of enrolment on the transcript.
- That students be given, without petitioning, from the 11th week of class until the day before the examination period begins to drop courses but have them remain on the transcript with a grade of WDR.

Rationale:

Experience has found that requests for deferred examinations often reflect students' own assessment of their inadequate preparation in the subject. They view a deferral as providing additional time to prepare, but may not fully realize the effect their decision may have on their performance in other courses and on their academic standing in general.

Allowing these students to drop the course after the normal deadline provides them with an additional option in managing their own education. It is also hoped that this will result in a reduction in the number of students who either write an examination in a course in which they have little hope earning a reasonable grade or who miss the examination, petition to defer it and then end up in the same precarious position.

Recommendation: That the Proposal as described above be approved.

January 28, 2008

To: Members of the Academic Committee

From: The Sub-committee on Standing

Amendment to motion passed on December 4, 2007, regarding withdrawal from courses

Motion passed:

- That students continue to be given until the end of the 10th week of classes to drop courses with no record of enrolment on the transcript.
- That students be given, without petitioning, from the 11th week of class until the day before the examination period begins to drop courses but have them remain on the transcript with a grade of WDR.

Proposed amendment to the second clause:

That a new designator "LWD (Late Withdrawal)" be introduced. That students be given, without petitioning, from the 11th week of class until the day before the examination period begins to drop courses but have them remain on the transcript with a grade of LWD. That a student may accumulate no more than 6 such grades on their transcript.

Rationale:

This is a tri-campus proposal. In order to get acceptance of it, the Faculty of Arts and Science found it necessary to put an upper limit of 3 full credits on such withdrawals. Since there are other reasons why a student may be granted a WDR, it is undesirable to limit the number of WDR's on a transcript. Therefore we are obliged to introduce a new designator.