

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 (*Table 4, Chapter 16, Sections 2, 21, and 32* of the *Handbook*) under which

**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.

*Effect* ~~iv~~ Fal2013



**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.

*Effect* ~~iv~~ Fal2013