

Longwood University  
**GENERAL ACADEMIC PROPOSAL/POLICY COVER SHEET**

This cover sheet is intended to provide information to members of the Education Policy Committee (EPC) about a new proposal/policy or about revisions to an existing proposal/policy.

**If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

**PREPARER:** (Originator, Department, or Committee that authored or sponsored this proposal)  
 EPC

**TOPIC:** Withdrawal and Midterm Estimate Dates

**BACKGROUND** (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal): The withdrawal and midterm estimate dates use different methods for their placement in the academic calendar which causes their relationship to vary. This proposal will fix that. The midterm estimate date is exactly in the middle of the semester so midterms exam grades are often not available at that point. We move the dates back to correct for that.

**SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY** (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):  
 Catalog:

**(p.40) Policy for the Withdrawal from Individual Classes**

Students may withdraw from individual classes with a grade of "W" (not computed in the GPA) until 5:00 p.m. on the ~~35<sup>th</sup>~~ **50<sup>th</sup>** day of regularly scheduled classes. After that date, withdrawals from individual classes are not permitted except for medical or other non-academic emergencies. A student who withdraws, for medical reasons, from a class after the ~~35<sup>th</sup>~~ **50<sup>th</sup>** day of regularly scheduled classes must, by noon

**(p. 43) Grade Estimates**

During the regular session, grade estimates are available to all first-year students, ROTC cadets, upper class students making a "D" or "F", and students who are not making satisfactory academic progress (all students with a cumulative GPA less than 2.0). Estimate grades are due to the Office of the Registrar by noon on ~~Monday of the seventh week~~ **the 40<sup>th</sup> day** of regularly scheduled classes and are available to students and advisors in myLongwood as soon as they are posted.

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- h. The grade of "W" indicates withdrawal without academic penalty. It is automatically assigned for withdrawal from the end of the drop period (first six class days) through the 35th day of regularly scheduled classes and for other documented withdrawals. Like all grades, "W" grades are recorded on the student's transcript. Upon withdrawal from a course or the University, these grades are assigned in the following manner: (1) Students may withdraw from individual classes with a grade of "W" until 5 p.m. on the ~~35th~~ 50<sup>th</sup> day of regularly scheduled classes. After that date, withdrawals from individual classes are not permitted except for medical or other non-academic emergencies.
- (a) A student who seeks to withdraw, for medical reasons, from the University or from a class after the ~~35th~~ 50<sup>th</sup> day of regularly scheduled classes must by noon of the last class day (finals weeks is not considered in last day calculation) have a letter sent to the Dean of Students by the student's personal physician, detailing the nature of the illness and recommending withdrawal for medical reasons. In extenuating circumstances not related to the academic performance, the dean may grant a withdrawal if a written request from the student is received by noon of the last class day. If the dean approves the request, the dean will send a copy of the request or letter to the Office of the Registrar and all affected grades for that semester will be noted as "W" on the student's transcript. The dean and/or Registrar will notify the student's faculty members of any grade changes.
- (b) A student who seeks to withdraw for medical reasons from an individual class after the ~~35th~~ 50<sup>th</sup> day of regularly scheduled classes must by noon of the last class day have a letter sent to the dean of the student's College by the student's personal physician, detailing the nature of the illness and recommending withdrawal for medical reasons. In extenuating circumstances not related to the academic performance, the dean may grant a withdrawal if a written request from the student is received by noon of the last class day. If the dean approves the request, the dean will send a copy of the request or letter to the Office of the Registrar and the affected grades for that course will be noted as "W" on the student's transcript. The dean will notify the student's faculty member(s) of any grade changes.

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Students withdrawing from the University should go to the Office of the Registrar to initiate the University withdrawal process.

1.c.2

2. During the regular session, grade estimates are available to all first-year students, ROTC Cadets, upperclass students making a “D” or “F”, and students who are not making satisfactory academic progress (all students with a cumulative GPA less than 2.0). Estimate grades are due to the Office of the Registrar by noon on ~~Monday of the seventh week~~ the 40<sup>th</sup> day of regularly scheduled classes and are available to students and advisors in myLongwood as soon as they are posted. Estimates are not recorded as part of the student’s permanent academic record. They are, however, an important indicator of academic risk to students. This early warning should give the student time to improve academic performance where needed.

**RATIONALE FOR THE POLICY OR PROPOSED CHANGES** (Provide a brief statement as to why the new policy, the changes, or the deletion is needed): This change will make sure that the relation between the date for midterm grade estimates and withdrawal will stay the same from semester to semester, allow tests given at the middle of the term to be included in the midterm estimate, and give enough time for students to make an informed choice as to whether they want to withdraw from a class or not given their midterm estimate grade.

**GENERAL ACADEMIC PROPOSAL/POLICY COVER SHEET  
SIGNATURE PAGE**

	Date Received	Date Approved	Signature
1. Educational Policy Committee	_____	_____	_____
2. Faculty Senate	_____	_____	_____
3. *VPAA	_____	_____	_____
4. *BOV/SCHEV - VPAA will submit materials for approval			
5. Date received by Registrar	_____		

\*Substantive change (see definition and consult EPC chair prior to submitting materials)

**All curriculum proposals/changes are processed in the date order received. In order to be included in the next academic year's catalog, all paperwork must be submitted no later than:**

**February 1<sup>st</sup> to the College Curriculum Committee  
March 1<sup>st</sup> to the Educational Policy Committee (EPC)**

**Submission within the deadlines does not guarantee processing in time for the next academic year's catalog.**

*Revised June 2012*