

Committee RECOMMENDATION FORM

Academic Affairs

Institutional Support

Student Affairs

College Affairs

Recommendation:

The Academic Affairs committee is recommending the language to the following Admissions & Records/Registration policies are updated in the college catalog as well as the general procedures manual. The policies will be updated with the language shown below.

1. ATTENDANCE/ADMINISTRATIVE WITHDRAWAL

In order to assure that all available class seats are filled with students—both registered students and students from the waiting lists—COCC enforces an attendance policy during the first week of the term.

To maintain enrollment in each class, the student must attend the first class meeting and 100 percent of the first week's class and lab meetings. Students in online classes must complete the attendance requirement outlined in the syllabus. (For classes that do not span the entire term the student must attend the first class session.) Students who do not do so, will be administratively withdrawn from that class by the instructor at the time class roll is taken. If this results in a tuition refund, the refund will be processed within three weeks.

If students are unable to attend a session within the first week due to extenuating circumstances, they must contact the instructor by phone or email prior to the first class meeting if they wish to avoid administrative withdrawal. Allowing students to remain in the course is solely at the discretion of the instructor.

The College is not responsible for liabilities associated with the administrative withdrawal of students.

The administrative withdrawal policy does not relieve students from full responsibility for officially dropping a course within the given deadline to not incur tuition charges and to not receive a grade for the course.

2. DROPPING COURSES/ COMPLETE WITHDRAWAL

Full-term courses

Students may drop a course during the first two weeks of the term and receive a full refund, and no grade will appear on the student transcript. Between the third week and the end of the seventh week of the term, students can drop a course; no refund is available, but no grade will appear on the transcript.

Students who wish to withdraw from full-term courses between the eighth week of the term and the Wednesday before finals week must receive instructor approval. A "W" will appear on their transcripts, and no refund is available. Students should communicate with the instructor and refer to the course syllabus to determine the conditions under which a "W" can be granted.

No withdrawals will be accepted after this time or after a course has ended. See the academic calendar on COCC's website for specific dates.

Rationale:


The intention of adding new language to the above policies is to provide clarity to instructor and student responsibilities. Adding this language also aligns the policies with how they are described in other parts of the catalog.

History:

In the past, there was confusion for faculty and students around these policies. For the administrative withdrawal policy, it was not clear to instructors or students that instructors have the ability to grant an exception to students not attending class during the first week of term. The added language helps provide clarity to this policy. In addition, the dropping courses/complete withdrawal policy was also unclear for students and faculty. It was not well understood that faculty have the ability to determine the conditions under which a "W" grade will be granted. Some faculty and students thought it was required for faculty to grant approval to drop a class with a "W" grade. The added language clearly explains the responsibilities for students and faculty.


Timeline for Implementation:

The new language will be included in the 2016-2017 college catalog. The new policy will be published in tandem with the GP manual.

Submitted by:  /s/ Chair, Academic Affairs Date: 1/20/16

Action taken by the President: Approved Denied Tabled

Comments:

 /s/ President, COCC Date: 2/4/16