TO:

Steering Committee

FROM: Committee on Academic Programs

RE:

Preliminary Recommendation on Course Withdrawal Policy

DATE: February 27, 2013

Background:

In February 2011, Steering sent a memo to CAP from Dean Benjamin Rifkin, concerning

course withdrawal. Steering noted that while the college has a policy on the deadline for

course withdrawal (<http://www.tcnj.edu/~academic/policy/coursewithdrawal.html>), it did

not have a policy concerning the number of times a student may withdraw from the same

course or the total number of times a student may withdraw from courses during their

academic career at TCNJ.

Charge:

The Steering Committee requests that CAP review Dean Rifkin’s memo and decide

whether there needs to be a policy placing any limits on course withdrawal beyond those

of the deadline. Should it be decided that the policy is needed, CAP is asked to develop a

policy that is both realistic and fair.

Current Course Withdrawal Policy:

Whereas the current date for unrestricted withdrawal from courses does not always

provide students with adequate graded feedback before the withdrawal deadline; and

Whereas extending the deadline by two additional weeks should allow students in all

classes to have graded feedback from professors; be it therefore resolved that the date for

unrestricted withdrawal from courses be set at the end of the ninth week of classes in a

semester.

Testimony:

Records and Registration provided CAP with significant data on course withdrawals, and

that data informed the recommendation.

Recommendation:

CAP recommends that the policy include a definition of a course withdrawal:

A course withdrawal is defined as an attempt at a course that exceeds the

Add/Drop deadline.

Under the College's policy that a course may only be repeated one time, a student who

exceeds the Add/Drop deadline twice in a course would be prohibited from withdrawing

multiple times from that course