

To: The University Senate
From: The Educational Policy Committee
Subject: Schedule Revisions Policy Update
Reference: [Academic Regulations](#)
Disposition: University Senate for Discussion and Adoption

Rationale: Students regularly struggle with personal, financial, and health-related issues that complicate their ability to perform in the classroom. For a variety of reasons, the need may arise to remove one or more courses from their schedule. Given that grading timelines and information available to students when making such a decision are inconsistent, this proposal recommends extension of the deadline for students to drop one or more courses. This proposed extension aligns with landscape information from Big 10 and aspirational peers.

The decision to drop a class in college will often be the first such decision of that type made by a college student who may have never encountered academic challenges in high school. Data from the Fall 2022 semester indicates that 36.8% of students requesting a class drop are first-year students. Extending the drop deadline will give students more time and more information from instructors with which to make a more informed choice. The extension would also allow advisors more space in their schedules to see students, as the current drop deadline falls during the peak of advising period.

The average GPA of students dropping a course in Fall 2022 is 2.51. Knowledge of the possibility of probation may also influence a student's decision to drop a course. Extended time allows those students more information before making that choice. We must also acknowledge that, given the profile of the Purdue undergraduate student, most initial poor grades may be overcome with connection to the instructor and a plan for improvement. An extension of the drop deadline allows us to reinforce that fact with students.

The recent report commissioned by First Year Engineering indicates that students are aware of decision-making challenges. "When meeting with advisors, students are often overwhelmed with the decisions they need to make to select courses, and are highly

concerned with the nuanced consequences of their decisions” (FYE Advising Evaluation Report, pp. 55).

Although findings are varied about the efficacy of decision-making under pressure, we can comfortably assert that student decisions are influenced by the bolded points below.

Lack of information: In discussion with advisors, one of the most common events that motivate students to consider dropping a class is the receipt of the first major grade in the course. Depending on the instructor’s format, however, students may often not receive that grade until very close to or after the current drop deadline. Heavily weighted assignments that come after the drop deadline affect students’ ability to make an informed decision. Although there is discussion about requiring more reporting from faculty, it is reasonable to address this issue with the extension of the deadline.

Risk aversion: Students consider two possible outcomes when deciding if they should drop a class: 1) remain and fail the class, or 2) drop the course and focus that time on the remaining courses. Deadline extension may provide a third option to continue and reassess at a more appropriate time. This option is a critical learning opportunity regarding decision making.

Inconsistent guidance provided: As a part of the proposal process, UUAA has developed a discussion protocol for advisors to guide in the decision. The protocol is attached as Appendix A. Regardless of this proposal outcome, UUAA will be implementing ongoing training for drop/withdraw conversation.

Sources:

Simonsohn, U. (2009). “Direct risk aversion: Evidence from risky prospects valued below their worst outcome.” *Psychological Science*, 20(6), 686–692. <https://doi.org/10.1111/j.1467-9280.2009.02349.x>

Young, D. L., Goodie, A. S., Hall, D. B., & Wu, E. (2012). “Decision making under time pressure, modeled in a prospect theory framework.” *Organizational Behavior and Human Decision Processes*, 118(2), 179–188. <https://doi.org/10.1016/j.obhdp.2012.03.005>

Proposal: Proposed new deadline for dropping a course is week 13 of 16-week terms. No change is recommended for drop deadlines in summer terms.

Current language	Proposed language
<p>F. Schedule Revisions</p> <p>(Applies to West Lafayette and North Central campuses only. University Senate Document 81-10, February 15, 1982, and University Senate Documents 83-7, March 26, 1984, and 83-8, March 26, 1984)</p> <p>Schedule revisions may occur following the beginning of a semester or session and are governed by policies intended to be uniformly administered across the various schools of the University. Students may revise their schedule in accordance with the following policy:</p> <p>1. Course Additions, Change of Level, or Change of Pass/Not-Pass Option. A student may add a course, change course level, or change the pass/not-pass option during the first four weeks of a semester or the first two weeks of a summer session by obtaining on the schedule revision form the signatures of the academic advisor and the instructor of the course to be added or changed, if in their judgments the student could satisfactorily fulfill the course objectives.</p> <p>In the case of extenuating circumstances, course changes may be made during weeks five through nine of a semester or during weeks three through four and one-half of a summer session, upon recommendation of the student’s academic advisor, instructor, and head of the department in which the course is listed. Such course changes shall not be made during the last seven weeks of a</p>	<p>F. Schedule Revisions</p> <p>(Applies to West Lafayette only. University Senate Document 81-10, February 15, 1982, and University Senate Documents 83-7, March 26, 1984, and 83-8, March 26, 1984)</p> <p>Schedule revisions may occur following the beginning of a semester or session and are governed by policies intended to be uniformly administered across the various schools of the University. Students may revise their schedule in accordance with the following policy, through the process and calendars managed by the Office of the Registrar:</p> <p>1. Course Additions. A student may add a course during the first four weeks of a semester or the first two weeks of the proportional dates of summer or winter sessions by obtaining the necessary permissions to be added if, in their judgment, the student could satisfactorily fulfill the course objectives.</p> <p>In the case of extenuating circumstances, course changes may be made during weeks five through thirteen of a semester or the proportional dates of summer or winter sessions, upon recommendation of the student’s academic advisor, instructor, and head of the department in which the course is listed. Such course changes shall not be made during the last three weeks of a</p>

<p>semester or three and one-half weeks of a summer session.</p> <p>Week Restrictions</p> <p>1: No approval required</p> <p>2-4: Approval of academic advisor and instructor</p> <p>5-9: Extenuating circumstances only. Approval of academic advisor, instructor, and head of the department in which the course is listed.</p> <p>10-16: Not permitted.</p> <p>2. Cancellation of Assignment. Students shall receive a grade for every course in which they are assigned unless the course assignment has been properly cancelled at the registrar's office upon presentation by the student of a request approved by the academic advisor. If there are extenuating circumstances, these must be stated on the request.</p> <p>When a course assignment is cancelled prior to the end of two weeks of a semester or one week of a summer session, the course will not be recorded on the student's record. When a course assignment is cancelled after two weeks and prior to the end of four weeks of a semester or after one week and prior to the end of two weeks of a summer session, a grade of W shall be recorded.</p> <p>After four weeks and prior to the end of nine weeks of a semester or after two weeks and prior to the end of four and one-half weeks of a summer session, a course assignment may be cancelled upon the request of the student with the approval of the academic advisor. The</p>	<p>semester or three and one-half weeks of a summer session.</p> <p>Week Restrictions</p> <p>1: No approval required</p> <p>2-4: Approval of academic advisor and instructor</p> <p>5-13: Extenuating circumstances only. Approval of academic advisor, instructor, and head of the department in which the course is listed.</p> <p>14-16: Not permitted.</p> <p>2. Cancellation of Assignment. Students shall receive a grade for every course in which they are assigned unless the course assignment has been properly cancelled at the registrar's office upon presentation by the student of a request approved by the academic advisor. If there are extenuating circumstances, these must be stated on the request.</p> <p>When a course assignment is cancelled prior to the end of the second week of a semester or the proportional dates of summer or winter sessions, the course will not be recorded on the student's record. When a course assignment is cancelled after two weeks and prior to the end the fourth week of a semester or the proportional dates of summer or winter sessions, a grade of W shall be recorded.</p> <p>After four weeks and prior to the end of the thirteenth week of a semester or the proportional dates of summer or winter sessions, a course assignment may be cancelled upon the request of the student with the approval of the academic advisor. The instructor</p>
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instructor shall indicate whether the student is passing or failing (see Academic Procedures and Regulations: Grades and Grade Reports, section D). If the student is not passing, the case may be referred by either the student or the instructor to the dean of students, who, after consultations with the dean or the designee of the student's school and other appropriate University agencies, shall determine whether there are sufficient extenuating circumstances beyond the student's reasonable control to justify the cancellation of the course assignment without a failing grade.

No course assignment shall be cancelled within the last seven weeks of any semester or three and one-half weeks of a summer session. The cancellation of all course assignments constitutes withdrawal from the University. Cancellation of all course assignments as a result of withdrawal shall be treated and recorded in the same manner as the cancellation of a single course assignment with the additional provision that the dean of students shall determine and assign the appropriate effective date to the withdrawal.

Week Restrictions

1-2: No approval required, course will not be recorded.

3-4: Approval of academic advisor; course will be recorded with grade of W.

5-9: Approval of academic advisor. The instructor shall indicate whether the student is passing or failing (University Senate Document 91-5, February 24, 1992). A grade of W, WF, WN, or WU will be recorded. In case of a W, WF, WN, or WU, exceptions shall be determined by the dean of students. This restriction

shall indicate whether the student is passing or failing (see Academic Procedures and Regulations: Grades and Grade Reports, section D). If the student is not passing, the case may be referred by either the student or the instructor to the dean of students, who, after consultations with the dean or the designee of the student's school and other appropriate University agencies, shall determine whether there are sufficient extenuating circumstances beyond the student's reasonable control to justify the cancellation of the course assignment without a failing grade.

No course assignment shall be cancelled within the last **three weeks of any semester or the proportional dates of summer or winter sessions**. The cancellation of all course assignments constitutes withdrawal from the University. Cancellation of all course assignments as a result of withdrawal shall be treated and recorded in the same manner as the cancellation of a single course assignment with the additional provision that the dean of students shall determine and assign the appropriate effective date to the withdrawal.

Week Restrictions

1-2: No approval required; course will not be recorded.

3-13 **4**: Approval of academic advisor; course will be recorded with grade of W.

5-13: Approval of academic advisor. The instructor shall indicate whether the student is passing or failing (University Senate Document 91-5, February 24, 1992). A grade of W, WF, WN, or WU will be recorded. **In case of a W, WF, WN, or WU, exceptions shall be determined by the dean of students.**

includes weeks 5-12 at the North Central Campus (University Senate Document 93-14, September 26, 1994). Undergraduate students with a semester classification of 0 and fewer than 31 hours of college credit, or with a semester classification of 1 or 2, need not have the instructor's signature. Grades recorded for these students will be W (University Senate Document 91-5, February 24, 1992).

10-16 Course assignments cannot be cancelled during this period.

Undergraduate students with a semester classification of 0 and fewer than 31 hours of college credit, or with a semester classification of 1 or 2, need not have the instructor's signature.

Grades recorded for these students will be W (University Senate Document 91-5, February 24, 1992).

14-16 Course assignments cannot be cancelled during this period.

Appendix A:

ADVISOR PROTOCOL: DROPPING COURSE(S) AND TOTAL WITHDRAWAL

Advising for students who are considering dropping a class may be done via email, although in-person meetings are preferred.

All meetings about total withdrawal should be held in-person, with virtual meetings as an option if the student needs it. Total withdrawal discussions *should not* be held via email or over the phone.

BoilerConnect documentation should be thorough, especially if the request is to drop a class that will affect degree progression or CODO.

Please ensure that students answer all the questions provided:

Dropping course(s) but remaining enrolled:

What prompted you to consider dropping the class (a grade on an exam, etc.)?

How much additional information do you have about your performance in the course? Have you spoken to the instructor?

Have you reviewed the effect this drop will have on your major progression and your anticipated graduation date?

Does the course(s) you plan to drop include group work? How do you intend to notify the members of your team of your decision to drop the class?

Total withdrawal:

What is your reason for withdrawing? Have you connected with appropriate resources (ODOS, CAPS, Financial Aid, academic department)?

Do you expect to return to Purdue? Do you know how to apply for readmission?

Is a total withdrawal your only option? Could you manage a part-time schedule?
What other support or resources can we provide?

Committee Votes:

For:

Faculty

Thomas Brush
Jennifer Freeman
Eric Kvam (chair)
Antônio Sá Barreto
Steven Scott
John Sheffield
Thomas Siegmund
Howard Sypher
Jeffrey Watt

Advisors

Jeff Elliott
Keith Gehres
Jenna Rickus
Jeffery Stefancic

Against:

N/A

Abstained:

N/A

Absent:

Faculty

Burton Lee Artz
Todor Cooklev
Erik Otárola-Castillo

Students

Elli DiDonna
Izzy Weber