POLICY DEVELOPMENT PLAN (PDP)

Name of new policy: Student Withdrawal from the University

DATE: March 1, 2017

TO: Diann Burright, University Academic Advising Committee

Keith Robinder, Interim Dean of Students

Martino Harmon, Senior Vice President for Student Affairs

Jonathan Wickert, Senior Vice President and Provost

Steven Leath, President

Please review the PDP on the following pages.

After reviewing the PDP, if you approve of the policy team moving ahead with this plan as described, please type your name in the space indicated below to "sign" electronically. The date of signing will appear automatically. The form will then route to the next signer and finally back to me.

Thank you.

Sheryl Rippke, Policy Administrator

Diann L. Burright
Diann L. Burright
(Mar 1, 201)

Keith E. Robinder (Mar 1, 2017)

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ISU Policy Library - Policy Development Plan (PDP)

GENERAL INFORMATION

| Name (| of new policy or revised policy: | Student Withdrawai from the University | | | |
|---------|---|--|--|--|--|
| Policy | to be replaced, if applicable: | | | | |
| PDP I | PROCESS | | | | |
| The PDF | is filled out by the facilitator of the | Policy Development Team (see below). The PDP is a draft until: | | | |
| X | _ Reviewed by Policy Library Area Coordinator – Kathleen Harrison for the SVPSA | | | | |
| x | Reviewed by Policy Administrator: Sheryl Rippke | | | | |
| X | Reviewed by Policy Library Advisory Committee (PLAC) | | | | |
| | Approved by the university officia | s indicated below (the Policy Administrator routes the PDP for e-signatures) | | | |

Policy Development Team (persons closely involved in drafting the policy or revision)

| Team Members (Names) | Area Represented | | | |
|--------------------------------|--|--|--|--|
| Facilitator: Diann Burright | University Academic Advising Committee | | | |
| Facilitator: Keith Robinder | Dean of Students Office | | | |
| Keith Bystrom/Brett Lohoefener | University Counsel | | | |
| Jane Jacobson | College Student Services Directors | | | |
| Roberta Johnson | Office of Student Financial Aid | | | |
| Ann Guddall | Graduate College | | | |
| Shawna Saad | Office of the Registrar | | | |
| Kipp Van Dyke | Dean of Students Office | | | |
| Monica Howard | College of Veterinary Medicine | | | |

APPROVALS

Approvals will be sought from the following university officials:

| Check appropria | ate boxes 🖫 PDP Approver | Final Policy Approver |
|--|--------------------------|-----------------------|
| Policy Team Co-Chair Diann Burright | √ | √ |
| Interim Dean of Students and Policy Team Co-Chair Keith Robinder | ✓ | ✓ |
| Vice President for | | |
| University Counsel | | |
| Chief Financial Officer | | |
| Senior Vice President for University Services | | |
| Senior Vice President for Student Affairs Martino Harmon | ✓ | ✓ |
| Senior Vice President and Provost Jonathan Wickert | ✓ | ✓ |
| President Steven Leath | ✓ | ✓ |
| Board of Regents, State of Iowa | N/A | |
| Other: | | |

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POLICY DEVELOPMENT

1. Description: Describe the policy purpose and concept, what prompted this proposed policy (e.g., legislation, perceived need).

The need for this policy was identified concurrently in two distinct work groups. First, the university academic advising community requested standardization of process for granting "Retroactive" withdrawals, along with the development of consistent templates for receiving medical documentation in support of both retroactive and Period Three (extenuating circumstances) withdrawals. Additionally, concerns were raised about how students document their readiness to return following a Period Three withdrawal granted for medical extenuating circumstances. These conversations revealed a need for a standard process for defining medical withdrawals and withdrawals requested after the conclusion of a term, as neither of these are currently documented in policy or defined by standard practice. Second, the Dean of Students Office began work documenting the process for university initiated withdrawals (UIW). The UIW process is currently listed in the University catalog, but not included in policy. The process for administering this process must adhere to specific legal criteria, therefore, migrating this process from the catalog to the policy library was recommended. These two conversations joined to comprehensively review the current catalog language and processes, and propose a comprehensive university withdrawal policy. This effort was recognized by the Undergraduate Programs Council.

2. Scope: Indicate the project's scope/parameters (i.e., what the project will and will NOT include).

The policy will address all forms of withdrawal: standard, repetitive, medical, out of term, and university initiated. In addition to developing new policy language, the accompanying procedural supports will also be developed. This effort will not address tuition and fee appeals, nor will it address other academic processes such as course cancellation, requests for incomplete, etc.

3. <u>Related policies, regulations, laws</u>: Indicate related policies, regulations, laws, procedures and guidance that must be considered as this policy is revised / developed to assure compliance and consistency.

Records retention policy Tuition and Fee Appeals Procedure

Course Cancellation ADA Compliance – Title II and Section 504 (Direct Threat Standard)

FERPA Re-entry and Reinstatement process

Satisfactory Academic Progress

4. Faculty Handbook: Will this policy development impact the Faculty Handbook in any way? Yes____No__X lf yes, explain impact and plans for resolution:

5. Stakeholders: Indicate constituent groups, affected units, and other stakeholders to be consulted during the development process.

| X | Student Government | | President's Cabinet |
|---|---|---|--|
| Х | Graduate & Professional Student Senate | - | Business & Finance Directors Group |
| Х | Student Affairs Cabinet | - | Bargaining units |
| Х | Dean of Students | - | Supervisory/Confidential Council |
| | Admissions | - | P&S Council's Policies and Procedures Committee |
| | Residence (Department of) | | University Human Resources |
| | Faculty Senate Executive Board | X | Equal Opportunity (Office of) |
| х | Faculty Senate Council/Committee-Acad Affairs | | Department of Public Safety |
| | General Faculty | | Environmental Health & Safety |
| Х | Provost's Council | | Risk Management |
| | Council of Deans | | Internal Audit |
| | Department Chairs' Cabinet | X | University Counsel |
| | Extension & Outreach | | University Relations |
| | Research (VPR) | | Ombuds Office |
| | Responsible Research (Office for) | X | Graduate Council |
| | Ames Lab | X | Other (specify): Accounts Receivable |
| | Centers & Institutes (specify): | X | Other (specify): Univ. Academic Advising Committee |
| | _ | Х | Other (specify): Undergraduate Programs Council and Grad Council, College of Veterinary Medicine |

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| 6. | Methods: Indicate the methods to be used to | to gather stakeholder ir | nput and/or uni | versity-wide comments. | | |
|-------------------|---|--|-------------------|--|--|--|
| | X Personal contacts with individuals, sn | nall groups | X | Public announcement and request for comment | | |
| | Focus groups | | X | Public forums | | |
| | Other (specify): | | | Other (specify): | | |
| 7. | <u>Documents or "other" to be produced during policy development</u> : Indicate the applicable items that will be produced. | | | | | |
| | <u>NOTE</u> : The procedures/guidance must be together, will be applied. Systems, forms, w | | | keholders will see how the policy and procedures, when the policy is adopted. | | |
| | X Policy | | <u> </u> | Forms, Templates | | |
| | X Procedures, Supplemental Guidance | | X | Website | | |
| | Electronic application or system: | | | Other (specify): | | |
| PC 8. | DLICY ADOPTION AND IMPLI | | nent the policy (| (describe in #10 below) | | |
| | X Finalize & publish procedures, guidance | | Other (specify): | | | |
| | Develop and offer training | | Other (spec | ify): | | |
| | Establish phase-in period | | Other (specify): | | | |
| 9. | Projected time frame: Indicate estimated or targeted dates for key steps in the policy development | | | | | |
| | December 15, 2016 | Concept: Discuss initial concept with the Policy Library Advisory Committee (PLAC) | | | | |
| | | President's Cabinet | : University Co | nunsel bring matter to President's Cabinet, if applicable | | |
| | December 15, 2016 | PDP Draft: Discuss of | completed PDF | with the PLAC before PDP authorization | | |
| December 15, 2016 | | Preliminary Draft Po | olicy: Discuss | policy draft with PLAC before public vetting or approvals | | |
| | March-April, 2017 | Public Comment Period: Beginning date (if applicable) | | | | |
| May, 2017 | | _ Final University Approval: Final approval form signed by VPs / President | | | | |
| | | Regents, State of Io | wa: Board App | oroval, if applicable | | |
| | July 1, 2017 / '17-'18 Catalog | Effective: Policy effe | ctive date | | | |
| 10. | | | | ut this policy or policy development, if applicable. | | |
| | | | | the Undergraduate Programs Council. It is a lesigned to create a common understanding of the | | |

withdrawal processes, particularly those that have evolved in recent years.

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