

POLICY DEVELOPMENT PLAN (PDP)

Name of new policy: **Student Withdrawal from the University**

DATE: March 1, 2017

TO: Diann Burrigh, 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. Burrigh (Mar 1, 2017)


Keith E. Robinder (Mar 1, 2017)

ISU Policy Library - Policy Development Plan (PDP)

GENERAL INFORMATION

Name of new policy or revised policy: Student Withdrawal from the University

Policy to be replaced, if applicable: _____

PDP PROCESS

The PDP is filled out by the facilitator of the Policy Development Team (see below). *The PDP is a draft until:*

Reviewed by Policy Library Area Coordinator – Kathleen Harrison for the SVPSA

Reviewed by Policy Administrator: Sheryl Rippke

Reviewed by Policy Library Advisory Committee (PLAC)


_____ Approved by the university officials 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 Burrignt	University Academic Advising Committee
Facilitator: Keith Robinder	Dean of Students Office
Keith Bystrom/Brett Lohofener	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 appropriate boxes 	PDP Approver	Final Policy Approver
Policy Team Co-Chair Diann Burrignt	✓	✓
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:		

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. Related policies, regulations, laws: 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

If yes, explain impact and plans for resolution:

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

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

