Meeting Synopsis:

1. Call to order
2. Review of the minutes from March 3, 2020
3. Chair’s report
4. Hardship Withdrawal/Annual Drop: Discussion and Planned Legislation – Helen Garrett (University Registrar), Megan Kennedy (Director, UW Resilience Lab)
5. ACSC Update – Andrea Carroll
6. Review of Center for Teaching and Learning Online Learning Resources
7. Good of the order
8. Adjourn

1. Call to order

The meeting was called to order at 1:34 p.m.

2. Review of the minutes from March 3, 2020

The minutes from March 3, 2020 were approved as written.

3. Chair’s report

Chair Laws gave an update on how various groups around campus are responding to the COVID-19 outbreak. The Mental Health Task Force has a number of low-cost options to help students receive the mental health care they may need. Spring athletic activities have been shut down and the athletes have been granted an extra year of eligibility.

It is important to clearly communicate expectations to students in class and to be aware that some students may not have the necessary technological capabilities to easily meet online. Disability Resources for Students accommodations still need to be met and may require creative solutions. In regards to recording office hours, it is best practice not to record if you would not have recorded the meeting when it was in-person.

4. Hardship Withdrawal/Annual Drop: Discussion and Planned Legislation – Helen Garrett (University Registrar), Megan Kennedy (Director, UW Resilience Lab)
Chair Laws introduced Helen Garrett and Megan Kennedy to present on the hardship withdrawal process and the annual quarter drop policy (Exhibit 1).

Council members had several questions. The advisers will be there to explain the ramifications of dropping courses and to take a holistic view of the student’s academic career, but they will not make a decision on whether or not the student can drop the course.

The change is necessary to address COVID-19 because the current process needs to be started before the 14th day of the quarter and there will be many students who encounter hardship after the 14th day.

5. ACSC Update – Andrea Carroll

Andrea Carroll gave an update on the Advisory Committee on Student Conduct.

The committee is waiting for new Title IX rules - the Department of Education may postpone the release of the new regulations. They also discussed credit/no credit grading policies during spring quarter with online learning. It is important to communicate best practices of online learning to faculty, but it is difficult to get the message out.

6. Review of Center for Teaching and Learning Online Learning Resources

Chair Laws went over the Center for Teaching and Learning website. It has been updated over the last few weeks and it has best practices for teaching remotely.

7. Good of the order

Lincoln Johnson gave an update on student life. There are still events going on around campus like virtual yoga classes.

Chair Laws announced that he was elected as vice chair of the Faculty Senate for 2020-2021.

8. Adjourn

The meeting was adjourned at 3:02 p.m.

Minutes by Jordan Smith, jjsmith4@uw.edu, assistant to the chair

Present:  Faculty Code Section 21-61 A: Ann Culligan, Chris Laws (chair), Dean Heerwagen, Andrea Carroll, Kivanc Dincer, Clark Musselman, Christopher Campbell, Gail Joseph, Selma Powell  
Faculty Code Section 21-61 B: Erin Conor, Sam Akeyo, Matthew Emery, Kat Eli  
Guests: Lukas Illa, Helen Garrett, Megan Kennedy
President’s designee: Lincoln Johnson

Absent: Faculty Code Section 21-61 A: Bruce Hevly

Exhibits

Exhibit 1 – Faculty Senate Hardship Withdrawal
Rethinking Hardship Withdrawal Stakeholder Tour: Faculty Senate Slide Deck

Last updated 4.5.2020

Office of the University Registrar
University of Washington
Division of Enrollment Management

Overview

- Work in progress since 2016; ramped up in May 2019
- Faculty, staff, and students engaged in re-thinking the policies and procedures and creating recommendations
- Current crisis accelerates the need to move forward with a set of recommendations
- Students petitioning for winter and spring will benefit by changes to Scholastic Reg 113 and more students will be able to have the HWP approved now as a result
Committee Goals

- Create a system that is user-friendly and trauma-informed for students in crisis
- Reduce the number of steps a student has to take
- Increase the proportion of students moving from initial petition to approval
- Review communications associated with HWP (e.g., website, emails to students) and make recommendations
- Develop a drop process that provides for self-determination while still being a managed process (e.g., checklists/warnings)
- Lower the requirement for documentation to address access-privilege issues
- Arrive at recommendations that are amenable to all stakeholders (e.g., staff, students, faculty)
- Continue to uphold academic record integrity by promoting a process that does not support transcript beautification
- ADA compliance

Challenge #1-Annual Drop, Only One Class Allowed

- Students can only drop one class a year, no questions asked (annual drop), without having to use the Hardship Withdrawal Process (HWP).

- How can we provide more student control over their drop activity, while protecting them from adverse effects?
Recommendation #1

- Move to a *quarterly* drop process - *Current Quarter Drops* (dropping between the 3rd-7th week of the current quarter)
- Students can drop one class per quarter
- Additional drops require meeting with adviser to review, discuss, and process
- Workflow tool used to route drop from student to academic adviser to Registrar
- No documentation required

Challenge #2 (Current Appeal Process Inhibits Appeals)

Students apply for HWP. If not approved by Registrar, notified they can appeal and told why their petition could not be approved. Appeals reviewed by HWP committee who makes final decision.
Recommendation #2

- Move to a *Former Quarter Drop* (FQD) process instead of the Hardship Withdrawal Process
- Student completes online FQD form and provides statement supporting why course(s) from a former quarter in the last five quarters were not dropped during CQD period
- Registrar provides first petition review: Approval or Referral to FQD Review Board
- Student has 90 days to submit additional information, if requested by FQD Review Board member
- FQD Review Board may engage student directly
- FQD Review Board makes final decision: Approve or Deny
- Students must submit FQD within one-year (last five quarters) and FQD applies to only one quarter within the one-year time period

Recommendation #2 (cont’d)

**FQD Review Board Potential membership:***
- Counseling Center
- Hall Health
- LiveWell
- Office of Minority Affairs & Diversity
- Disability Resources for Students
- Continuum College
- Financial Aid
- Student Fiscal Services
- UAA Advising
- Graduate School
- Faculty
- Students?

*UW-Seattle

- UW-Tacoma and UW-Bothell determine FQD Committee Membership
- Tenure is two-academic years; eligible to re-up one time. Students members—one academic year.
- Registrar chair; ex-officio for decision-making
Challenge #3 (Students can only have one HWP per reason)

- Hardship Withdrawal Petitions cannot be approved for reasons for which a HWP was granted for a former quarter for the same reason

- This excludes students with pre-existing medical or mental health conditions from qualifying for HWP withdrawals

Recommendation #3

FQD petitions may be for reasons for which a previous FQD was approved.
Challenge #4 (Need to remove language from Schol Reg Chapter 113)

- Scholastic Regulations, Chapter 113.3,A,3, use of the phrase: “Physical and/or mental debilitation”.

- Removing this language responds to risk concerns raised related to students with disabilities.

Recommendation #4

- Remove this language for ADA compliance reasons
- Amend Chapter 113,3,A,3 by removing highlighted text and gendered language
- The Registrar or Former Quarter Drop Referral Board will grant such a petition if in his or her their judgment the student is unable to complete the course in question because of physical and/or mental debilitation or unusual and extenuating circumstances, beyond the student’s control, which have arisen after the 14th calendar day of the quarter.
Challenge #5 (No pre-existing conditions allowed)

- The medical debilitation or extenuating circumstance must have arisen after the second week/14th day of the quarter to be considered for a HWP.

- This excludes students with pre-existing medical or mental health conditions from qualifying for HWP withdrawals

Recommendation #5

- No longer restrict circumstances to those that have arisen after the 14th day of the quarter

- For Former Quarter Drops, continue to ask for a student statement supporting why course(s) were not dropped during the Current Quarter Drop process
Challenge #6 (Change HW to RD)

The process is labeled Hardship Withdrawal and the annotation on the transcript is HW. While internally at the UW we know what this means; external transcript reviewer may question the meaning and could cause the student to divulge health or mental health information.

Recommendation #6

- Change the transcript annotation to “RD” for Registrar Drop
- This is to signal that it was sanctioned by the UW and does not indicate that it was related to a hardship the student faced
- Add Transcript Key annotation: “RD - registrar drop approved by UW”
- Amend Chapter 113,3,A,3 to read:
  
  New! A. 2) Current Quarter Drop

  Students may drop courses weeks three through seven during the current quarter through the Current Quarter Drop process. An annotation of RD (Registrar Drop) will appear on the student academic record.

  New! A. 3) Former Quarter Drop

  Students may petition to drop courses for a former quarter using the Former Quarter Drop process. The Registrar will grant such a petition if in their judgment the student was unable to complete the course in question. Approved drops will be entered on the transcript with an annotation of RD (Registrar Drop).
Current Scholastic Regulations Text Chapter 113 for 3. A.2 and 3.A.3

3. Dropping a Course

A. Officially Dropping a Course

A drop from a class is voluntary permission by the student to drop a course at any time. To be effective, it must be made under the following conditions:

1) Before the 14th day of the quarter

Course drop forms must be completed through Mylav and submitted by the end of the quarter. Any withdrawals after the 14th day of the quarter will not be accepted.

2) The Formal Drop Process

A student may request a formal withdrawal after the 14th day of the quarter. This process must be completed within 24 hours. If not completed within 24 hours, the student will remain accountable for the course.

3) Residency Restrictions

If the student is on probation, the Registrar will grant a withdrawal. If the student is on suspension, the withdrawal will not be granted.

Proposed New Scholastic Regulations Text Chapter 113 for 3. A.2 and 3.A.3

3. Dropping a Course

New! 2) Current Quarter Drop

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New! 3) Former Quarter Drop

Students may petition to drop courses for a former quarter using the Former Quarter Drop process. The Registrar will grant such a petition if in their judgment the student was unable to complete the course in question. Approved drops will be entered on the transcript with an annotation of RD.
Proposed Timeline for Review

March
- Slide Deck

March - April
- Stakeholder Forums

April
- Faculty Council Sponsorship

May
- Faculty Senate

- Work with designated Faculty Council to sponsor Class B Legislation to alter SR Chapter 113

- Take scholastic regulations to Faculty Senate