

November 29, 2017

Dan,

In preparation for a conversation about the add/drop period in the Faculty Senate, I sent a request to those listed in my "To:" line. You can see my initial request and a response from Kristie Luke. She approved my sharing her response with the Faculty Senate. Would you be willing to forward this entire message to senators? It might help facilitate our discussion, and I figured you would have an updated send list. In addition, I am fine with NOT getting to this item today. This is indeed an item that could wait until the Spring semester.

See you this afternoon,
Steven

From: Kristie Luke <KLuke@se.edu>

Date: Tuesday, November 28, 2017 at 3:20 PM

To: Steven Emge <semge@se.edu>, Bryon Clark <BKClark@se.edu>, Liz McCraw <LMccraw@se.edu>

Subject: RE: drop add period

Hello All,

The short answers from me are yes and maybe. The following is additional information that might be helpful for this discussion.

Excerpts from the OSHRE Academic Policy Manual are provided below regarding drop/add periods. OSHRE policy states the "maximum" limits for the drop/add period. For many years, our drop/add period was two weeks. In 2003, we requested a change to five days (Fa/Sp) or three days (Su) for drop/adds which was approved by OSRHE. If the University decided to change our drop/add period again, we would need to request approval from OSHRE.

In my opinion, I am not sure switching from 5 to 3 will really make a difference. Right now, we already have students who say five days is not enough time to decide if they want to drop a class. For regular 16 week classes, that is 3 meetings for MWF or 2 for TT or 0 to decide if added on the last day—and then we have online classes where there may not be anything due until the weekend. For the adds, any reduction in the 5 days might need to be off-set with an increase in the availability of faculty advisors the week prior to the beginning of the semester. As you can see from the numbers below, there were 339 department overrides during the first week of the fall semester. Overrides includes permission, prerequisites, closed, conflicts, and arranged. Some students tell us they had to wait until the first week to add because they could not reach anyone in the academic department before the semester because of meetings, out of office, etc.

We all know that students who enroll late are less likely to succeed. If that is the reason we want to reduce the add period, I would recommend that we set Friday before the semester begins as the cut-off for adds and keep the 5 days to drop with a refund. This model is what we use for the accelerated AP online courses. So far, there have been few complaints from students with only a handful asking for exceptions to add late. This would be a bold change and would take a strong stomach the first few semesters since we might see a decrease in headcount. As a major shift in our policies/procedures on campus, it would involve a lot of communication with current and new students as well as the community at large to avoid any confusion or complaints. It has been my experience that students adapt quickly to changes in our policies if communicated well. A major question to ask is, "how much enrollment would we lose if we cut off adds early?" I think this would depend on how well we

communicate the change. Once we start the online accelerated undergrad programs in Fall 18, a student who misses the first add deadline would only have to wait 7 weeks until the next start date versus 16+ weeks.

My primary goal is to eliminate multiple drop/add cut-offs within the same semester. I am in favor of changes that will standardize our dates. It is hard for faculty/staff to correctly advise a student on deadlines when you have to ask them what type of course they want to add/drop because of multiple deadlines. Ex: Is this a 16 week or 8 week or Online MBA/MED, etc.?

I hope this is helpful. Please let me know if you need any additional information or data.

Kristie

FALL 2017	OVERRIDES		
ACTION	NO	YES	TOTAL
ADDS	2184	715	2899
8142017	238	61	299
8152017	198	65	263
8162017	215	60	275
8172017	248	73	321
8182017	242	102	344
8192017	29	8	37
8202017	55	7	62
8212017	312	122	434
8222017	201	69	270
8232017	136	39	175
8242017	149	57	206
8252017	161	52	213
DROPS	1739		1739
8142017	118		118
8152017	103		103
8162017	126		126
8172017	120		120
8182017	222		222
8192017	21		21
8202017	44		44
8212017	224		224
8222017	225		225
8232017	177		177
8242017	189		189
8252017	170		170

TOTAL	3923	715	4638
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3.19 ACADEMIC CALENDARS

3.19.1 Purpose: This policy establishes a uniform academic calendar for the State System.

3.19.2 Definitions: The following words and terms, when used in the Chapter, shall have the following meaning, unless the context clearly indicates otherwise:

“Academic Term” is the time duration of a course schedule, generally a fall or spring semester consisting of 16 weeks, a summer session consisting of four or eight weeks, or an intersession consisting of the weeks between a semester and/or session.

“Drop Period” is in general, the first one-eighth of an academic term.

3.19.3 Academic Calendar Standards

E. The drop period is during the first ten regular instructional days of a regular semester and the first five regular instructional days of a summer session, or, in general, the first one-eighth of the academic term. Institutions may also allow students to add courses during this period or a designated shorter period. In either case, appropriate add/drop charges apply. See the State Regents’ Grading policy for timelines for student withdrawal.

W An automatic withdrawal grade of "W" is issued when a student initiates a withdrawal during the institution's allowable withdrawal period. An institution's withdrawal period for an automatic "W" shall begin after the tenth day of classes in the regular session and the fifth day of classes in the summer term and shall not exceed 12 weeks of a 16-week semester or, in general, not exceed three-fourths of the duration of any term. (These are maximum limits. The State Regents encourage institutions to establish shorter limits.) For any drop or withdrawal accepted after this deadline, a "W" or "F" will be assigned depending upon the student's standing in the class and the institution's stated withdrawal policy. If an "F" grade is assigned, it is calculated in the student's GPA; the "W" grade is GPA neutral.

Kristie Luke

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From: Steven Emge

Sent: Tuesday, November 28, 2017 8:08 AM

To: Bryon Clark; Kristie Luke; Liz McCraw

Subject: drop add period

Friends,

I hope everyone had a great Thanksgiving. I am trying to do a little bit of investigating for a topic that we are preparing to discuss in the Faculty Senate, and I have come to you as a starting point. Questions:

Is there a reason why the Add/Drop period at the beginning of the semester MUST go for an entire week?

Is there any possibility that this could be shortened to Monday – Wednesday (5PM)?

Thank you for you help,

Steven