

Routing Form Number [20.09.02-01]:

Faculty Senate Routing Form

1. Item Description

- a. Item Title: Withdrawal Forms
- b. Brief Description: In light of the fact that the faculty handbook does not require a faculty signature for undergraduate withdrawals, the Senate, while upholding the importance of following the catalog, recommended that the Office of Academic Affairs make the decision whether to override the catalog as to faculty signatures for withdrawals for Fall 2020.
- c. Initiated by: Executive Committee
- d. Type:
 - Action
 - Resolution
 - Recommendation

2. Faculty Senate Action:

Approved Not Approved Other
 Senate Vote [23-0-0]: _____ Date of Meeting: September 2, 2020

Senate Chair Signature: _____ Date: September 6, 2020
 Senate Secretary Signature: _____ Date: September 4, 2020

3. Chancellor:

- a. Requested Action:
 - For Action
 - For Information
 - Recognition of Receipt

*See attached statement.
 ZWX
 9-22-20*

b. Chancellor Action:

- Approved Not Approved Acknowledge Receipt

Comments: *I concur with the response from Provost Locklear*

Chancellor Signature: _____ Date: *9/24/20*

Once finalized, copies will be returned to Special Assistant to the Chancellor who will scan and distribute electronically to: Chancellor, Provost, Chair of Faculty Senate, and Secretary of the Faculty Senate. The latter will post the Proposal/Recommendation/Resolution on the Faculty Senate Website.

Faculty Senate Routing Form Response

Item Description: Withdrawal Forms

Response from the Interim Provost and Vice Chancellor for Academic Affairs:

For the Fall 2020 semester, the Office of Academic Affairs will override the catalog as to the requirement for faculty signatures for undergraduate course withdrawals. Further, it is the recommendation of the Office of Academic Affairs that this become a permanent procedure in which faculty signatures are no longer required for course withdrawals.

Submitted:



Zoe W. Locklear, Ph.D.
Interim Provost and VC for Academic Affairs
September 22, 2020