

Educational Planning Committee
Wednesday, February 28, 2007, 3pm H-214

Present: S. Chewning, E. Zanes.

Because of confusion about the time and room, and the lack of a quorum, the agenda was tabled until next month. We will be taking the proposal as revised at the last meeting to the Faculty meeting in March. At our March meeting we will also discuss the possibility of changing the existing late withdrawal policy from a WF to the option of both a WP and WF. It was agreed that the Union County Magnet School issue would be sent to the DCC pending some further research by Susannah.

The meeting ended at 3:05pm. The next meeting will be held at 4:00pm in H-214 on Wednesday, March 28.

Respectfully submitted,

Susannah Chewning
English Department

LATE WITHDRAWAL REQUEST

A student requesting late withdrawals from all courses must submit the documentation to the Vice President for Student Services for consideration; requests should be made using this form only in the event of individual course withdrawals.

A faculty member has the right to approve or refuse a student's request for a Late Withdrawal after the last official posted date to withdraw and before the final examination. **No late withdrawals will be processed after the semester's grades have been recorded.** A late withdrawal may only be granted to students who submit a written statement of special appeal based on extraordinary circumstances and with supporting documentation from a physician, employer, attorney, military official, etc. to the appropriate instructor for approval or disapproval. Late withdrawals will not be considered without supporting documentation.

To the Student: Please complete the following information:

Name _____ CWID _____

SEMESTER: Fall ___ Winter ___ Spring ___ Summer I ___ Summer II ___ Year _____

Check where applicable:

Athlete _____ Financial Aid Student _____ Veteran _____
E.O.F. Student _____ Muhlenberg Student _____
F-1 Visa Student _____ Trinitas Student _____

I have _____ or have not _____ attached supporting documentation.

COURSE & SECTION **INSTRUCTOR/S NAME** **TO THE INSTRUCTOR:** IF YOU
PLEASE DATE AND
SIGN BELOW

DATE

Lab: _____

STUDENT SIGNATURE _____ **DATE** _____

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cc: White: VPAA/CSS Yellow: Registrar Canary: Instructor

Green: Department Chair Pink: Student