

## MEMORANDUM

To: Pascal Scoles, Chair – Institution-Wide Committee  
From: Osvil Acosta-Morales, Chair – Subcommittee on Academic Support  
Date: February 11, 2013  
RE: Policy & Procedure #5 – Attendance, Withdrawals, and Grade Reporting

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In March 2011, the Department of English presented a proposal to the Subcommittee on Academic Support for a revision of the section of P&P #5 that addresses the faculty-initiated withdrawal of students. The reasoning included concerns that the current wording of the policy does not reflect conventional wisdom at the College, and departs from actual practice. It was said that the way the policy is written, “is overly vague and does not reflect common understanding or implementation of the attendance policy.”

The Subcommittee has been working on this matter since the initial proposal was received, in consultation with Department Heads from a variety of disciplines and the Director of Distance Education, as well as Deans and other key administrators. After various rounds of feedback and continued refinement, the attached version of the proposed revision is being recommended by the Subcommittee for approval by the IWC. The proposed revision resolves several issues of clarity and consistency in the language of the policy. It also includes updates to the policy that will directly address the unique circumstances of Distance Education courses. Finally, the proposed revision includes the most recent presentation of the College’s grading system –another weakness of the current policy document that was revealed during the process of reviewing the policy.

I look forward to speaking with you more about this proposed revision soon.