Course Resignation Policy Revision Proposal

Approved by Undergraduate Standards Committee, March 15, 2007

Description of change: This proposal requests the elimination of faculty signatures from the “Application for Resignation” form and requests the name of the form be changed to the “Withdrawal Form”. These changes will be reflected in the Admission and Registration chapter of the College Bulletins. The bulletin language will also be updated to reflect current practice. This policy would become effective with the fall 2007 semester.

Rationale: This rule was originally put in place because the College required that the student be passing the course in order to withdraw from the course without academic penalty. The purpose of the faculty member’s signature was to attest that the student was passing the course. Over the years this has devolved to department chairs, administrators, counselors, etc. signing the form on the last date to withdraw. The current practice is not required by the University or the relevant financial aid regulations. The following schools do not require a faculty member’s signature to drop courses:

BMCC
Brooklyn College
Hostos Community College
LaGuardia Community College
Lehman College
Medgar Evers College

NYCTC
Queens College
Queensborough CC (by department)
College of Staten Island
York College

Current College Bulletin language:

“Beginning with the fourth week and continuing through the tenth week of the semester, students may resign without academic penalty by filing an Application for Resignation, signed by the instructor, in the Office of the Registrar. The final date of this period is published in the Undergraduate Academic Calendar, which is published in the Schedule of Classes each semester and is available at www.jjay.cuny.edu.”

Revised College Bulletin language:

“Beginning with the fourth week and continuing through the tenth week of the semester, students may resign without academic penalty by filing a Withdrawal Form in the Office of the Registrar. The final date of this period is published each semester in the Academic Calendar, which is available on the College Website at www.jjay.cuny.edu.”

Prepared for the April 18th, 2007 College Council meeting, approved by the Standards Committee, March 15th, 2007