

**NOTICE OF MEETING**

There will be a meeting of the  
Senate Governance Committee  
on Monday, April 18, 2022  
9:00-10:30am

LOCATION: Virtual Meeting

Link: [Join Microsoft Teams Meeting](#)

**AGENDA**

- 1 Approval of Agenda
- 2 Approval of the minutes of the meeting of March 21, 2022 SGC220321M
- 3 Business arising from the minutes
- 4 Outstanding Business
  - 4.1 Bylaw 22 and RTP Committee Composition for Non-Departmentalized Faculties – Update Caron-Information
- 5 Reports/New Business
  - 5.1 Strategic Items for Senate Discussion Rob Gordon-Discussion  
SGC220418-5.1
  - 5.2 Bylaw Business
    - 5.2.1 Revisions to Bylaws 54 and 55 – Voluntary Withdrawal Deadline Caron-Approval  
SGC220418-5.2.1
- 6 Question Period/Other Business
- 7 Adjournment

Please carefully review the 'starred' (\*) agenda items. As per the June 3, 2004 Senate resolution, 'starred' items will not be discussed during a scheduled meeting unless a member specifically requests that a 'starred' agenda item be 'unstarred', and therefore open for discussion/debate. This can be done any time before (by forwarding the request to the secretary) or during the meeting. By the end of the meeting, agenda items which remain 'starred' (\*) will be deemed approved or received.

**University of Windsor  
Senate Governance Committee**

**5.1: Strategic Items for Senate Discussion**

Item for: **Discussion**

*The following is the current list of Strategic Items for Senate discussion:*

*Suggestions for order/scheduling of the following items? **What item should be scheduled for the May 13, 2022 Senate meeting? A Senate Information Session could be scheduled for either the week of April 25 or May 2, 2022.***

- 1) Student Evaluations of Teaching (SETs)
- 2) University and College Partnerships
- 3) Work Integrated Learning
- 4) Curriculum Development
- 5) Individual Faculty plans and strategies moving forward
- 6) Internationalization planning
- 7) Entrepreneurship
- 8) Institutional and Research Data (data ethics)
- 9) Knowledge mobilization
- 10) Continuing Education
  
- 11) Frequent updates on student enrolment and SEM → This is covered under the Enrolment Management Update

**University of Windsor  
Senate Governance Committee**

5.2.1: **Revisions to Bylaws 54 and 55 – Voluntary Withdrawal Deadline**

Item for: **Approval**

Forwarded by: **Academic Policy Committee and SGC Bylaw Review Committee**

**MOTION: That the proposed revisions to Bylaws 54 and 55 be approved.**

Proposed Revisions

*[revisions are in bold and strikethrough]*

Bylaw 54:

2.6 For first-entry undergraduate programs, instructors must provide meaningful feedback to students on their in-course performance, constituting a minimum 20% of the final grade **by the timelines listed in 2.15 below**. ~~at least two (2) days prior to the voluntary withdrawal deadline. (see 2.15 below)~~ Exemptions may be approved by the Dean of the Faculty offering the course, in which case the instructor shall provide a statement in the course syllabus explaining why the specific course is excluded.

2.15 **For first-entry undergraduate programs**, students ~~may~~ **must** withdraw from a course or courses **up to the last day of classes for the term**. ~~within the withdrawal periods as indicated below. The withdrawal will be entered on the student's transcript as VW (Voluntary Withdrawal), which is defined as "Withdrawal in good standing. No academic credit".~~

**In the second-entry Education and Law undergraduate programs**, students must withdraw from a course or courses within the ~~withdrawal periods as indicated~~ **timelines listed** below.

Twelve-week course - within nine weeks of beginning of term. (Not including Reading Week)

Twenty-four week course - within four weeks of beginning of the second term.

Three-week course - within two weeks of beginning of session.

Six-week course - within four weeks of beginning of session.

Eight-week course - within five weeks of beginning of session.

For all other course lengths – two-thirds into the beginning of the session.

**The withdrawal will be recorded as a dropped course in the student's record but will not appear on the transcript.**

Students are not permitted to withdraw from a course or courses after the appropriate designated withdrawal period. After the voluntary withdrawal period for a course, students remain registered and will be assigned grades as appropriate.

The student who wishes to drop a course or courses after the relevant withdrawal period based on medical or compassionate grounds shall follow the procedure outlined below (paragraph 2.18.2). An interview may be required.

The status of a student who withdraws from full-time studies is left to the decision of the Faculty and will be reported to the student through the Office of the Registrar.

Bylaw 55:

1.5 Instructors must provide meaningful feedback to students on their in-course performance, constituting a minimum 20% of the final grade, **by the timelines listed in 1.10 below** ~~at least two (2) days prior to the voluntary withdrawal deadline two-thirds into the term (see 1.10 below)~~, with the exception of thesis, major paper, dissertation, internship, and practicum courses. Further exemptions may be approved by the Dean of Graduate Studies, upon recommendation from the AAU Head, in which case the instructor shall provide a statement in the course syllabus explaining why the specific course is excluded.

1.10 **With the exception of graduate programs in the Faculty of Law**, students ~~may~~ **must** withdraw from a course or courses **up to the last day of classes for the term**. ~~within the withdrawal periods as indicated below. The withdrawal will be entered on the student's transcript as VW (Voluntary Withdrawal), which is defined as "Withdrawal in good standing. No academic credit".~~

**In the Faculty of Law**, students must withdraw from a course or courses within the ~~withdrawal periods as indicated~~ **timelines listed** below.

Twelve-week course - within nine weeks of beginning of term. (Not including Reading Week)

Twenty-four week course - within four weeks of beginning of the second term.

Three-week course - within two weeks of beginning of session.

Six-week course - within four weeks of beginning of session.

Eight-week course - within five weeks of beginning of session.

For all other course lengths – two-thirds into the beginning of the session.

**The withdrawal will be recorded as a dropped course in the student's record but will not appear on the transcript.**

Students are not permitted to withdraw from a course or courses after the appropriate designated withdrawal period. After the voluntary withdrawal period for a course, students remain registered and will be assigned grades as appropriate.

A student who wishes to drop a course or courses after the relevant withdrawal period based on medical or compassionate grounds shall follow the procedure outlined below. (paragraph 1.11)

The status of a student who withdraws from full-time studies is left to the decision of the Dean of Graduate Studies and will be reported to the student through the Office of the Registrar.

#### **Rationale:**

- The proposal would allow students in first-entry undergraduate programs and all graduate programs except Law be permitted to voluntarily withdraw from courses up to the last day of classes for the term.
- Maintaining VW until the last day of classes alleviates stress and anxiety for students deciding whether to drop a course. This comes at no financial cost to the institution, and it does not impact the instruction of the course as has been seen over the past two years when this policy has been in place during the pandemic.
- In arriving at this proposal, the key considerations listed below were reviewed.
- The proposal has been reviewed by Deans Council, Finance, Institutional Analysis, the Registrar's Office, Student Awards and Financial Aid, the Academic Policy Committee, and the SGC Bylaw Review Committee.

## Key Considerations

### 1. Retaining VW on transcript

- The Deans Council has asked for the VW to be removed from the transcript, so the student doesn't need to explain this moving forward.
- The Registrar has explored the ability to use a "Drop/Retain" function in PeopleSoft so that while the VW will not be visible on the transcript, the retained record does show a record of enrolment which may be important for other issues such as study permit renewal. It is possible to retain a record of dropped classes while excluding the course from the transcript. Students and Staff will be able to see which courses have been dropped. The dates in which a course has been dropped is also recorded.
- Other institutions such as University of Guelph and University of Ottawa allow students to drop courses without notation on the transcript, while retaining the class drop record

### 2. Impact on Scholarships and Financial Aid

- A VW equates to a non-pass and would therefore impact a student's academic progress monitoring if a student doesn't have passing grades in a minimum of 60% of a full course load (40% for students with permanent disabilities)
- For OSAP purposes, 50% is a pass but for academic purposes, if a student elects to take a VW, it becomes a non-pass and could impact current and future eligibility
  - o If a student takes a VW past the end of term there is no impact on weeks of eligibility, but a possible impact to academic progress monitoring (see above re: 60%)
  - o If a student takes a VW prior to the financial drop date or at any point within the term prior the end of study date, both weeks of eligibility and academic progress monitoring will be impacted depending on the remaining number of passed courses (can appeal being placed on OSAP probation or restriction if reasons for VW were extenuating)
- For renewable scholarship purposes, students would need to maintain the average in 60% of enrolled courses.
- While this remains to be confirmed, retaining a dropped course while removing the VW from the transcript will likely have the same OSAP and scholarship implications as noted above.

### 3. Study Permit

- Potential impact to PGWP as students must register full-time every semester excluding scheduled breaks. "If your leave, even authorized, exceeds 150 days, you may no longer be eligible for a PGWP".
  - o Student must resume studies within 150 days
- International students must comply with the condition of their study permit, one being that they need to show continuous progress towards their degree by registering either at a part-time or full-time course load. A gap in progress may affect their eligibility to renew their study permit.
- Students will be able to view and show course drops through Student self-service.

### 4. Impact on Government Reporting

- No impact to claim if the drop occurs after claim date and record retained.

### 5. Impact on Institutional Analysis Reporting

- Minimal impact - Initial discussions indicate that the record would need to be retained and have an effective date, which will be the case.

### 6. Impact on Student Finance (tuition)

- Given that the drop record will be retained, and there is a screen to be able to see dropped and registered courses, there should be no impact (subject to testing).