



Office of Academic Affairs

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MEMO

Date: December 4, 2013
From: Joan F. Lorden, Provost and Vice Chancellor for Academic Affairs
To: Instructors: Top 40, Freshman Seminars, Transfer Seminars, Prospect for Success, Large Course Redesign
Re: Best Practices for New UNC Charlotte Academic Policy: Withdrawals

As you are aware, on September 26, 2013 the Faculty Council passed [UNC Charlotte Academic Policy: Withdrawals](#). This new policy will be effective **beginning Fall Semester 2014** for all undergraduate students, including new first-year students, transfer students, and returning students. This is a significant change in practice and as faculty members who instruct large portions of our student body, we are asking for your assistance in communicating this transition to our students.

The new [UNC Charlotte Academic Policy: Withdrawals](#) has two significant components:

1. It will limit the number of W's permitted to students to 16 credits
2. It consolidates the existing deadlines for withdrawal of individual courses and withdrawal from the University to the 9th week of classes

There are several best practices that faculty members have developed over the years to help students understand and consider the implications of remaining in or withdrawing from courses. These include:

- Provide feedback early in the course and be transparent about student grades
- Offer information about the students' chances for recovery from a poor grade on an assignment
- Recommend consulting with their advisor to ask about implications for progression in their major and time to degree
- Discuss the implications of withdrawing from your class versus options for success if they remain in the course
- Direct students to support resources including the [University Center for Academic Excellence](#)

To help assist our students, faculty, and staff with this transition, we have created a website: <http://provost.uncc.edu/withdrawals> that will be updated with new Frequently Asked Questions and implementation information. Also available for download on this site is the [sample statement](#) that you may include in your syllabi starting in Fall 2014 to alert students of this policy change.

Please visit <http://provost.uncc.edu/withdrawals> periodically for updates and submit any additional questions via the web form on the site. Thank you for your assistance in helping students to understand this change.