

August 28, 2006

MEMORANDUM

TO: Members of the Faculty Council

FROM: Mark Popovich, Chairperson

RE: Faculty Council Meeting #2
Thursday, September 7, 2006
4:00 p.m., BB 109

AGENDA

I. Announcements

- A. Approval of Standing Rules (Enclosure #1)
- B. Council Membership List (Enclosure #2)
- C. Calendar of Meetings for Faculty Council and Agenda Committee for 2006-07 (Enclosure #3)
- D. Next scheduled meetings

Agenda Committee - Monday, September 25 10:00 a.m. NQ 300
Faculty Council - Thursday, October 5 4:00 p.m. BB 109

E. Items currently in committees

- 1. Evaluation of Teaching (Teaching Evaluation)
- 2. Grade Inflation (Teaching Evaluation)
- 3. Restructuring of Ball State Health Care Plans – from Agenda Committee 10/4/04 (Salary and Benefits)
- 4. Definition of Creative Arts for Faculty Award – from Agenda Committee 3/21/05 (Creative Arts)
- 5. 1-2-1 Agreement – from University Council 9/15/05 (International Programs)
- 6. Library Funding – from Agenda Committee 10/17/05 (Library)

7. Terminology of Contract Positions at BSU – from Agenda Committee 10/17/05 (Contract Faculty)
8. Athletic Funding – from Agenda Committee 11/21/05 (Financial and Budgetary Affairs)
9. Load credit for directing undergraduate honors thesis or master's thesis – from Agenda Committee 8/21/06 (Salary and Benefits)
10. Major in Peace Studies – from Agenda Committee 8/21/06 (Undergraduate Education)

F. Paper Conservation – John Vann (Enclosure #4)

G. Agenda procedures

III. Unfinished Business

IV. New Business

A. Withdrawal Policy (approved, with revisions, by University Council 4/20/06)
(Enclosure #5)

V. Question and Answer Period

VI. Adjournment

/mt

STANDING RULES FOR CONDUCTING FACULTY COUNCIL BUSINESS

1. A member of the faculty who is not a council member may initiate an agenda item by submitting the item in writing to the Faculty Council Agenda Committee.
2. The Faculty Council will be called to order on the hour with sessions limited to one hour and twenty minutes.
3. Roll will be taken by members initialing a roster.
4. Faculty Council members will be seated in a designated section of the room. Meetings are open to the entire University community but guests must sit in designated sections and may address the Council at the invitation of a Council member with the concurrence of the Chairperson.
5. The distribution of the minutes by mail will substitute for the reading of the minutes.
6. Announcements must be limited to Faculty Council business and must be cleared through the Chairperson.
7. Scheduled meetings will include committee reports, a question-and-answer period not to exceed ten minutes in length, during which Faculty Council members may request information from other persons present on matters of concern to the University community as a whole. The Chairperson shall rule out of order questions that are not germane to Faculty Council or University business.
8. The first time they speak at a meeting, Faculty Council members will stand and identify themselves when addressing the Chair or the Senate.
9. Faculty Council members may, as a prerogative, address the Council from the lectern.
10. Faculty Council committees must send minutes, reports, and recommendations to the Faculty Council Agenda Committee.
11. Committee reports should be brief (no longer than five minutes), official statements of the conclusions formally adopted within the reporting body. The final statement should be a motion to accept the report of the committee. If action, other than accepting the report, is required by the Faculty Council, the proposed motion should be presented in writing to the Faculty Council Agenda Committee to be placed on the Faculty Council Agenda.
12. Proposals must be framed as resolutions or as motions. A lengthy resolution or motion should be submitted in writing prior to the call to order of the meeting.
13. All motions will be put on the floor for debate by a Faculty Council member first stating their name followed by a second with a Faculty Council member stating their name.

14. When a motion appears on the Faculty Council agenda, the chair of the sponsoring committee, a representative, or the person sponsoring the motion must be present in the Council to present the motion.
15. The Faculty Council as a whole may take the following actions on motions: 1) initiate, 2) approve, 3) reject, 4) return or refer to committee for further consideration, or 5) amend motions.
16. When a lengthy resolution or motion is being perfected, the Chair may request that an amendment be considered “in principle” if in the Chair’s judgment this will expedite debate. If the principle is adopted, an editor or editorial committee appointed by the Chair shall draft appropriate language for ratification by the Faculty Council at its next meeting.
17. Voting will be by voice vote unless there is a request for a division of the house or for a written ballot.
18. The Chairperson will appoint a parliamentarian for the Faculty Council. The appointee may be a member of the Council or from outside the body. An appointee from the body will retain all privileges of a Council member, while an appointee from outside the body will have no voice or voting rights. It will be the responsibility of the parliamentarian to advise the Faculty Council Chairperson concerning Roberts Rules of Order.
19. Any items remaining on the Agenda in the last meeting of the Spring will automatically be carried over to the Fall Agenda.
20. The Faculty Council Agenda Committee will notify department chairpersons regarding representatives missing two consecutive meetings.
21. Council members who cannot attend a meeting may with the concurrence of the Chairperson arrange to have an informed substitute attend, provided that such substitute is from the eligible electorate of the member department. A substitute may participate in the deliberations of the Council and may vote, but only after proper registration with the secretary of the Council before the start of the meeting (Signing the roster is sufficient.) If a seat is vacated, a replacement shall be from the electorate of the member department to serve the remainder of the original term.

Parliamentary Procedures at a Glance

To Do This: (1)	You Say This:	May You Interrupt Speaker?	Must You be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Adjourn the meeting (before all business is complete)	"I move that we adjourn."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
Recess the Meeting	"I move that we recess until..."	May not interrupt speaker	Must be seconded	Not debatable	Amendable	Majority vote required
Complain about noise, room temperature, etc.	"Point of privilege."	May interrupt speaker	No second needed	Not debatable (2)	Not amendable	No vote required (3)
Suspend further consideration of something	"I move we table it."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
End Debate	"I move the previous question."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Two-thirds Vote Required
Postpone consideration of something	"I move we postpone this matter until..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Two-thirds Vote Required
Have something Studied further	"I move we refer this matter to a committee."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote Required
Amend a motion	"I move that this motion be amended by..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote Required
Introduce business (a primary motion)	"I move that..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote Required

1. These motions or points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below it. But you may introduce another that is listed above it.

2. In this case, any resulting motion is debatable.
 3. Chair decides.

Parliamentary Procedures at a Glance

To Do This: (4)	You Say This:	May You Interrupt Speaker?	Must You be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Object to procedure or to a personal affront	"Point of order."	May interrupt the speaker	No second needed	Not debatable	Not amendable	No vote needed, chair decides
Request information	"Point of information."	If urgent, may interrupt speaker	No second needed	Not debatable	Not amendable	No vote required
Ask for a vote by actual count to verify a voice count	"I call for a division of the house."	May not interrupt speaker (5)	No second needed	Not debatable	Not amendable	No vote required unless objection (6)
Object to considering some undiplomatic or improper matter	"I object to consideration of this question."	May interrupt speaker	No second needed	Not debatable	Not amendable	Two-thirds vote required
Take up a matter previously tabled	"I move we take from the table..."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority required
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	May interrupt speaker	Must be seconded	Debatable if original motion is debatable	Not amendable	Majority required
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote required
Vote on a ruling by the chair	"I appeal the chair's decision."	May interrupt speaker	Must be seconded	Debatable	Not amendable	Majority in the negative required to reverse chair's

4. The motions, points, and proposals have no established order of precedence. Any of them may be introduced at any time except when the meeting is considering one of the top three matters listed in the chart (motion to adjourn, motion to recess, point of privilege).

5. But division must be called for before another motion is started.

6. Then majority vote is required.

3. Faculty Council
 (54 Members)

Chairperson: Mark Popovich
 Vice Chairperson: John Vann
 Secretary: Ione DeOllos
 Executive Secretary: Melanie Turner (Non-voting)
 Parliamentarian:

Ex officio: Michael Maggiotto
 Ex officio: Matthew Walker
 Ex officio: Adam Stegner

Faculty (by Department within Colleges):

Beckie Adams	2008	Family and Consumer Sciences	CAST	Senate
Ray Shackelford	2007	Technology	CAST	Senate
Joseph Cecil	2008	Military Science	CAST	Senate
Ann Wieseke	2007	School of Nursing	CAST	Senate
David Pearson	2008	School of Physical Education, Sport & Exercise Science	CAST	Senate
David Haber	2007	Fisher Institute for Wellness and Gerontology	CAST	Senate
Ted Wolner	2008	Architecture	CAP	Senate
Ronald Spangler	2007	Landscape Architecture	CAP	Senate
	2008	Urban Planning	CAP	Senate
John Ledbetter	2007	Accounting	COB	Senate
James McClure	2008	Economics	COB	Senate
Terry Zivney	2007	Finance and Insurance	COB	Senate
Nazim Ahmed	2008	Information Systems and Operations Management	COB	Senate
John Vann	2007	Marketing and Management	COB	Senate
Frank Groom	2008	Center for Information and Communication Sciences	CCIM	Senate
Beth Messner	2007	Communication Studies	CCIM	Senate
Mark Popovich	2008	Journalism	CCIM	Senate
Barry Umansky	2007	Telecommunications	CCIM	Senate
Ron Rarick	2008	Art	CFA	Senate
James Helton	2007	School of Music	CFA	Senate
Harold Mortimer	2008	Theatre and Dance	CFA	Senate
Paul Wohlt	2007	Anthropology	CSH	Senate
Jim Olesen	2008	Biology	CSH	Senate
James Rybarczyk	2007	Chemistry	CSH	Senate
J. Michael McGrew	2008	Computer Science	CSH	Senate
Jerome McKean	2007	Criminal Justice and Criminology	CSH	Senate
Bruce Hozeski	2008	English	CSH	Senate
Michael Hawkins	2007	Geography	CSH	Senate
Klaus Neumann	2008	Geology	CSH	Senate
Frederick Suppe	2007	History	CSH	Senate
Richard Stankewitz	2008	Mathematical Sciences	CSH	Senate
Lathrop Johnson	2007	Modern Languages and Classics	CSH	Senate
James Eflin	2008	Natural Resources and Environmental Management	CSH	Senate

Faculty Council (cont.)

Kibujjo Kalumba	2007	Philosophy and Religious Studies	CSH	Senate
Saiful Islam	2008	Physics and Astronomy	CSH	Senate
Dale Hahn	2007	Physiology and Health Science	CSH	Senate
Gary Crawley	2008	Political Science	CSH	Senate
Lambert Deckers	2007	Psychological Science	CSH	Senate
Kyama Kabadaki	2008	Social Work	CSH	Senate
Ione DeOllos	2007	Sociology	CSH	Senate
	2006	Speech Pathology and Audiology	CSH	Senate
Paul Spengler	2007	Counseling Psychology and Guidance Services	TC	Senate
William Sharp	2008	Educational Leadership	TC	Senate
Winnie Mucherah	2007	Educational Psychology	TC	Senate
Charles Payne	2008	Educational Studies	TC	Senate
Eva Zygmunt-Fillwalk	2007	Elementary Education	TC	Senate
Michael Harvey	2008	Special Education	TC	Senate
Renee Huffman	2007	Burriss Laboratory School		Senate
Contract Faculty:				
Gretchen Reid	2008	Elementary Education	TC	Senate
Elizabeth Whittern	2007	Mathematical Sciences	CSH	Senate

Faculty Council

2006-07 Schedule

Faculty Council

September 7, 2006

October 5

November 2

December 7

February 1, 2007

March 1

April 5

Agenda Committee

August 28, 2006

September 25

October 23

November 27

January 22, 2007

February 19

March 26

Locations:

**Faculty Council: BB 109 (Fall, 2006) AJ 175 (Spring, 2007)
4:00-5:20 p.m.**

***Faculty Council Agenda Committee: NQ 300*
10:00 a.m.**

From: Green School List [mailto:GRNSCH-L@listserv.brown.edu] **On Behalf Of** Marian Brown
Sent: Friday, July 21, 2006 10:51 AM
To: GRNSCH-L@listserv.brown.edu
Subject: Paper default margin reset cost-savings

Chris Uhll provided Information on Economic Savings from Default Margin Reductions at Penn State. This was printed in the Sustainability issue (March-May 2003) of Planning for Higher Education (page 57). Unfortunately, I couldn't access an online version of the complete article - only the abstract - so I am retyping the article/chart information below because this minor change has major cost-savings potential on all campuses.

Default margin settings for common word-processing packages (like WORD) are 1.25" for left/right margins and 1" top/bottom margins ("*status quo*"). If all margins are reduced to .75", 19% more area is available for text in a given page of an "ideal" document. (see note *f* below for explanation).

Paper (reams/year)*a status quo: 950,350 with .75" margins: 905,208 Savings: 45,142*
Disposal (tons/year)*b status quo: 950 with .75" margins: 905 Savings: 45*
Forest acres*c status quo: 1,524 with .75" margins: 1,452 Savings: 72*
Purchase of paper cost*d status quo: \$2,584,952 with .75" margins: \$2,462,166 Savings: \$122,786*
Disposal cost*e status quo: \$4,750 with .75" margins: \$4,525 Savings: \$225*
Total cost: *status quo: \$2,589,702 with .75" margins: \$2,466,691 Savings: \$123,011*

Notes:

a One ream contains 500 sheets of paper.

b Reams x (2 lb./ream) x (1 ton/2000 lbs).

c Tons x 70.6ft³ wood per ton of paper/44ft³ of wood produced/acre/year

d Reams x \$2.72/ream (Penn State cost figures from 2000)

e Tons x \$5/ton for disposal

f The reduction in paper use is based on the following conservative estimates. Page savings will only be realized for ~50% of documents (a 1.5 page paper would gain no reduction in paper use for margin reductions). 50% of paper is used for printing or photocopying printed documents; and 19% more area is available with .75" margins. Thus, the total reduction in paper use is $0.50 \times 0.19 = 4.75\%$

Finally it is assumed that all university paper is recycled. (Penn pays \$48/ton for landfilling of nonrecyclables and only 4%/ton for recyclables).

source: Data from The Penn State Indicators Report (2000)

Joshua M. Pearce and Christopher F. Uhl. 2003. Getting It Done: Effective Sustainable Policy Implementation at the University Level. *Planning for Higher Education*. 31(3): 53-61.

PROPOSED WITHDRAWAL POLICY **Faculty Handbook**

WITHDRAWAL FROM A COURSE

1. Change of Course Period

Student may drop/add a course through the fifth class-day of classes of a semester (fall, spring, and summer) and third day of classes of a summer session. Courses dropped through this period are not recorded in the student's permanent record.

2. Course Withdrawal Period

From the sixth to the forty-fifth day of classes in a semester, sixth to the thirtieth day of classes of a summer semester, and fourth to the fifteenth day of classes of a summer session. *Saturday is not considered a class day for these purposes.*

2.1 All student-initiated withdrawals will be accepted and recorded as "W" during this period

2.2 Students wishing to withdraw from a course during this period

2.21 Should see the instructor and discuss the withdrawal

2.22 Must take the initiative to obtain the withdrawal form with instructions (paper or on-line), and

2.23 Must submit the completed withdrawal form to the Office of Registration and Academic Progress by the close of business hours on the last day of the withdrawal period.

2.3 Discontinuance of enrollment or abandonment of a course or courses without having properly followed the procedure as indicated above will normally result in the issuance of an "F" grade.

3. Withdrawal After the Course Withdrawal Period Because of Verifiable Extenuating Circumstances

If there are verifiable extenuating circumstances which make withdrawal from a course academically justified after the withdrawal period ends, the college dean (or designate) may grant an exception to the above withdrawal policy, ~~with the approval of the instructor.~~ The faculty member is responsible for determining the grade to be assigned, W or F.

WITHDRAWAL FROM ALL COURSES

Students who find it necessary to withdraw from all courses during a semester or summer session must report immediately to the ~~Office of the Dean of Students~~ Assistant to the Dean, Division of Student Affairs (AD 238) to complete an application for withdrawal. All withdrawals from all courses at any time on or after the first day of classes must be requested on the required form and filed in this office.

1. Course Withdrawal Period

From the first to the forty-fifth day of classes in a semester, first to the thirtieth day of *classes* of a summer semester, and first to the fifteenth day of *classes* of a summer session.

- 1.1 The grade of “W” is automatically given for each course in which a student is registered when withdrawal from all courses is accomplished during this period.
- 1.2 Abandonment of a course or courses without having properly followed the procedure as indicated above will normally result in the issuance of an “F” grade.
- 1.3 When a student withdraws from all courses, each faculty member is notified on the Withdrawal Notice form. The faculty member in whose course the student is registered will record the last date of attendance and a grade of “W”.

2. Withdrawal After the Course Withdrawal Period Because of Verifiable Extenuating Circumstances.

- 2.1 If there are verifiable extenuating circumstances that make withdrawal from all courses necessary and academically justified after the withdrawal period, the ~~Dean of Students~~ Assistant to the Dean, Division of Student Affairs (or designate) may grant an exception to the above withdrawal policy, ~~with the approval of the instructors.~~ Each faculty member is responsible for determining the grade to be assigned, W or F.

PROPOSED WITHDRAWAL POLICY

BSU Catalog

WITHDRAWAL FROM A COURSE

The course-withdrawal period is usually from the sixth to the forty-fifth day of classes in a semester, sixth to the thirtieth day of a summer semester, and fourth to the fifteenth day of a summer session. Students should discuss the withdrawal with their instructor and take the initiative to obtain the withdrawal form with instructions (paper or on-line). The completed withdrawal form must be submitted to the Office of Registration and Academic Progress by the close of business hours on the last day of the withdrawal period. A “W” will appear on the student’s record for the course. No financial adjustment is made for withdrawal from a single course.

Discontinued attendance or abandonment of a course or courses without having properly followed the course-withdrawal procedure as indicated above will normally result in the issuance of an “F” grade.

WITHDRAWAL FROM A COURSE AFTER THE WITHDRAWAL PERIOD

If there are verifiable extenuating circumstances which make withdrawal from a course academically justified after the withdrawal period ends, the college dean (or designate) may grant an exception to the above withdrawal policy, ~~with the approval of the instructor.~~ The faculty member is responsible for determining the grade to be assigned, W or F.

WITHDRAWAL FROM ALL COURSES

To withdraw from all courses after the semester or summer session begins, a student first obtains a withdrawal form from the ~~Dean of Students Office~~ Assistant to the Dean, Division of Student Affairs (AD 238). The student will complete the form and return it to that office by the forty-fifth day of a semester, thirtieth day of a summer semester, and fifteenth day of a summer session.

Students must continue to attend classes until they have submitted a completed withdrawal form. Discontinued attendance or abandonment of courses without having properly followed the withdrawal procedure as indicated above will normally result in the issuance of “F” grades in the courses. For more information about withdrawal from all courses, ~~call the Dean of Students Office~~ contact the Assistant to the Dean, Division of Student Affairs (AD 238 , 765-285-1545).

A student may be eligible for a refund of registration fees charged only if the student withdraws from all courses during any semester or session. If a refund is warranted, the amount will be determined by the date of withdrawal, which is the date the completed withdrawal form is submitted by the student to the ~~Dean of Students Office.~~ Assistant to the Dean, Division of Student Affairs. Further, the only fees that are eligible for a refund are registration fees. There is no refund of the applied music fee for either the matriculate or the non-matriculated student.

WITHDRAWAL FROM ALL COURSES AFTER THE WITHDRAWAL PERIOD

If there are verifiable extenuating circumstances which make withdrawal from all courses academically justified after the withdrawal period ends, the ~~Dean of Students~~ Assistant to the Dean, Division of Student Affairs (or designate) may grant an exception to the above withdrawal policy, ~~with the approval of the instructors~~. Each faculty member is responsible for determining the grade to be assigned, W or F.

RATIONALE

Reasons for Changing Withdrawal Policy

1. The interpretation of the second withdrawal policy differs among departments and even among instructors within a department.
2. Many instructors do not have a substantial graded activity (test, paper, etc.) during the first withdrawal period.
3. The policy differs depending on the source of information: BSU Catalog vs. Faculty Handbook vs. Second Withdrawal Form.
4. Many instructors/advisors are not available for consultation with students during the last few days of the second withdrawal period.
5. There has been some confusion at the end of the semester; i.e., instructors giving a W on the withdrawal form and an F on the official grade report at the end of the semester. This can be corrected with a “change of grade” form but in the process can lead to some unintended and undesirable consequences, such as disqualification and cancellation of the student’s schedule.
6. Many other MAC and Indiana schools have more liberal withdrawal policies.

DEPARTMENTAL 2ND WITHDRAWAL POLICIES

Summary:

Surveyed 43 departments, 39 responded
31 reported W vs. F at instructor's discretion
8 reported a departmental policy

Comments:

Accounting: Individual faculty make the W vs. F decision; however, the general rule that we've followed—not in writing that I know about—is that there must be extenuating circumstances and that the student must be passing the course to receive a W. This assumes that there is enough coursework feedback provided to the student before the first drop period so the student can make a decision. If not, I've sometimes been more lenient about the “passing the course” part.

Anthropology: We leave it to the individual instructor, but it is my impression that most assign a W.

Architecture: We leave it to the discretion of the instructor. While it is not mandatory, faculty will sometimes consult with the chair should they have questions regarding the student.

Art: The position for the Department of Art is the same as printed on the back of the form. However, individual faculty may have different ideas about the listed criteria. I have one faculty member that is very strict in his interpretation and also has limited tests for the class. The result is almost always a grade of F. Students mistakenly believe that the Chairperson or Dean can override or control this decision.

Biology: We leave the decision up to the faculty assigning the grade. Faculty vary in their handling of this issue.

Computer Science: It is the discretion of the instructor. The department expects that the instructors are aware of and follow the second course withdrawal policies in the Catalog.

Criminal Justice: I follow the university policy to the letter at all times and advise the faculty to do so also. However, that decision is left up to them. So our policy is to follow the university policy, but I do not question the faculty member's decision since personal information of a confidential nature may impact the decision and I may not be privy to such info.

Elementary Education: The decision is up to the professor, but our official stance is that the student has to be passing at the time of withdrawal. I don't actually check up on grades to see that this is in fact the case.

Geography: We do have a policy—that is if the student has an F at the time of second withdrawal, they are assigned F—if they have anything above F they are given W.

Landscape Architecture: We have no formal/uniform policy about the 2nd withdrawal. The decision is left to the individual faculty member. I have never understood the W or F policy, and

as a faculty member, never indicated F on the form. Not sure why any student would take an automatic F just to withdraw?

Mathematics: I direct my faculty to follow the guidelines of the Undergraduate Catalogue, and I believe they strive to do this.

Music: The decision is with the instructor and I sense that the students are usually given a W rather than an F.

Physical Education: We follow the guidelines from the Faculty Handbook. I don't have a local policy beyond that.

Physics and Astronomy: Instructors make the decision on Second Course Withdrawals. Occasionally faculty members will discuss Withdrawals with me. No one in the department has asked me for a departmental discussion on assigning a W versus an F for students who are failing the course from which they are withdrawing.

Sociology: We do not have a formal policy. I encourage instructors to give a W unless there are strong reasons to give an F. The final decision is up to the instructor.

Speech Pathology and Audiology: It is the instructor's decision – which is usually made after consulting with the chairperson.

Theatre: Unless there is an extenuating circumstance, we usually have a policy that the student receives an F if they are failing the course

Urban Planning: Largely up to the instructor, although the faculty members usually consult with me in cases where there is judgment to be exercised. Sometimes it is obvious.

Course Withdrawal Policies

Institution	Withdrawal Period	Grade Issued	Signatures Required *
Ball State University	4.5th week 4.5 - 9th week	W through 4.5th week W or F (affects GPA) after that	Student during 4.5th week Student and Instructor after that
Indiana University	8th week	W	Student, Dean of College, and Chair of Dept.
Indiana State University	10th week	DP or DF, neither affects GPA	Student
Purdue University	9th week	W for freshmen, upperclassmen receive W through 4th week and W, WF, or WN after that (none affect GPA)	Student Advisor for freshmen Advisor for upperclassmen through 4th week and Instructor's 5th - 9th week
University of Indianapolis	Until final exam week	W	Student, Registrar, and perhaps other campus offices
University of Southern Indiana	Until final exam week	W given until 9th week W or F (affects GPA) after that	Student, Advisor, and Instructor
Bowling Green State Univ.	9th week	WP or WF (affects GPA)	Student and Instructor
Central Michigan University	10th week	W	Student and Instructor
Eastern Michigan University	2/3 of semester	W	Student
Kent State University	10th week	W	Student
Miami University of Ohio+	3 rd – 6 th week 6 th week to semester end After semester ends	W WP if grade is C- or better WF @ instructor's discretion if earning below C- WF affects grade point WF which counts as F in GPA	Student and Instructor
Michigan State University	Mid-semester	No grade	Student
Northern Illinois University	8th week	W	Student and Dean
University of Toledo	8th week	W (max. of 22 credits of W)	Student
Western Michigan University	2nd Monday past mid- semester	W	Student

*Signatures required as a means of keeping track of student withdrawals