

Graduate New/Change Policy Proposal

Department/Committee Information

The main contact person for the Graduate Curriculum Committee should fill out this form.

Requestor Name: * Amber Deschenes

Members of the Graduate Curriculum Committee:

Department / Unit Developing: * Other

Chair of Department for Policy: * Becky Copper Glenz Chair Email: * < Dr. Copper Glenz> bcopper@fitchburgstate.edu

Academic Dean of Department or Program for the Policy: * Becky Copper Glenz Academic Dean E-mail: * < Dr. Copper Glenz> bcopper@fitchburgstate.edu

Program Chair The Program Chair for this request is among the people listed above.

- * Yes
 No

Policy Information

This proposal is to a Policy that is:

- * New Policy
 Policy Change

Describe the New Policy or Policy Change:

* Add a Withdrawal from University or Discontinuance of Study Policy in the Catalog

Briefly describe new policy or change to existing policy as it will appear in university catalog (if a policy change please provide current and proposed versions):

* Academic Policy and Procedure: Category Title – Withdrawal from the University

Students enrolled in a graduate degree program including a masters, certificate or CAGs degree that wish to withdraw from their program and the University must notify the University Registrar and The School of Graduate, Online and Continuing Education (SOGCE) office by submitting the "University SOGCE Program Withdrawal" dynamic document form. This form should be completed and emailed using a student's Fitchburg State email address to gce@fitchburgstate.edu.

Withdrawal from the University may have a financial impact on students that are utilizing financial aid or students that have been given a tuition voucher. Students should contact the financial aid office or student accounts if they have any questions. International students should connect with the Office of International Studies if they have questions on how a withdrawal from the University impacts their status.

Please see the University policy on course withdrawals and refunds for graduate courses and also the financial aid refund policy.

Rationale and expected outcomes for new policy or change to existing policy:

* Summary of Changes

(1) Complete the "University Withdrawal" dynamic document form located on the registrar's webpage and review procedure for possible readmission at a future date with staff person (either in person, via email or phone)

Rationale – Form needs to be completed to update records and keep track of students if they decide to return later.

(2) Complete Form and obtain signatures from the following for approval: Dean of The School of Graduate, Online and Continuing Education Office and Financial Aid office (if applicable).

Rationale: - Signature needs to be received so that each department is aware that the student will be leaving the university. Financial Aid is made aware in case the student has financial aid obligations and any additional issues need to be handled at that time.

(3) If a student is requesting a withdrawal from the University via email the form needs to be received from their Fitchburg State Student email address.

Rationale – Students do all university processes through this address, withdrawal should be no different.

(4) Once completed, the form is forwarded to the Registrar's office to have their file noted properly.

Rationale - The student's record needs to indicate that they have been withdrawn as to not continue to receive communication from the university.

Implementation plan (what semester will new policy/policy change begin; will change be phased in)

We hope to implement this policy this coming Fall 2022 semester.

Attach suggested execution or other supporting files not included in your text above.

Attach any letter (s) of support from professional agencies or others within or outside the university.

Signatures

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Amber Deschenes

Requester Signature:

11/29/2021

Date

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Becky Copper Glenz

Department Chair Approval:

11/29/2021

Date

Academic Dean Signature:

Date

SGOCE Dean Signature:

Date

Approval of the Graduate Council

Date

Approval of the President

Date

Notification

Reviewed by the Registrar:

Reviewed by the Library:

SGOCE Admin. Assistant
Signature

Electronically signed by Denise Bertrand on 11/29/2021 1:55:47 PM