CALIFORNIA STATE UNIVERSITY BAKERSFIELD
ACADEMIC SENATE

Instructor Initiated Drop Policy
2011-2012 RES022

AS&SS

RESOLVED: that the Academic Senate approves the following amendment to the policy on Instructor Initiated Drops as described in the current campus catalog.

RATIONALE: Recent events have led to an increasing number of over-enrolled courses with long waiting lists. We have students enrolled but not showing up for class, denying students on the wait list timely access to required courses they need to graduate.

The current policy gives enrolled students two weeks of non-attendance before the instructor can administratively drop them. This is a long time for a student on the waiting list, to worry about getting in, and is a week past the add/drop date.

Students who cannot attend the first day of class are responsible for contacting the instructor prior to the first day of class. The instructor may excuse the absence or not.

Students who are on the waiting list should be held to the same attendance requirements as enrolled students, so if they are not in class on the first day, they may be dropped from the list. Students who are dropped can request their names be added to the bottom of the waiting list.

RATIONALE: Current policy makes no mention of what to do about on-line courses with waiting lists. Absences are hard to detect so some first-week response is suggested instead.

RATIONALE: This policy is specifically for designated, required, over-enrolled courses with waiting lists, not all courses. Students should be made aware they are responsible for dropping a course.

RATIONALE: The decision to allow Instructor Initiated Drops needs to be made in a timely manner, and the department level seems to be, not only more expedient, but also more knowledgeable, about course offerings and scheduling than the AVP’s office.
Instructor Initiated Drop Policy.

Students who do not attend the first day of class may be administratively dropped from the class. Students from the waiting list who attend the first day of class may be added. Students who are on the waiting list, but do not attend the first day of class, may be dropped from the waiting list.

All students enrolled in on-line courses with waiting lists must log in to the course and complete any assignments or other activities that are required by the instructor during the first week. Students who fail to complete first-week assignments within the deadline may be dropped.

Students who are administratively dropped under this policy will be sent an e-mail informing them of the drop.

Students should not presume they will be dropped by their instructor for non-attendance. Students who have registered for a class, but never attended, should verify whether or not they are officially enrolled. It is the student’s responsibility to withdraw officially from the class.

Approved by Academic Senate on April 26, 2012
Sent to the President for approval on May 4, 2012
Approved by the President on June 26, 2012