CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

Instructor Initiated Drop Policy

RES 181903

AAC

RESOLVED: That the following amendment be made to the existing policy on page 60 of the CSUB Catalog, under “Academic Information:”

Instructor Initiated Drop Policy for Classes with Face-to-Face Meetings

Students who do not attend the first day of class may be administratively dropped from the class and must be notified by the instructor of record that a drop is pending. Students who do not complete work assigned for the first week of class may be dropped from the course. Students should communicate any extenuating circumstances immediately to the instructor of record. An instructor-initiated drop should be processed at least one business day before the Last Day to Add in the Academic Calendar. 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. Students who are on the waiting list who complete work assigned the first week of class may be added, by waitlist order.

Instructor Initiated Drop Policy for Online Classes

All students enrolled in online 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 log in and/or who fail to complete first-week assignments within the deadline may be administratively dropped and must be notified by the instructor of record that a drop is pending. Students should communicate any extenuating circumstances immediately to the instructor of record. An instructor-initiated drop should be processed at least one business day before the Last Day to Add in the Academic Calendar.

Summary Guidelines for Both Face-to-Face & Online Classes

Students in both face-to-face and online courses may be dropped from the class and/or the wait-list if either of the following is true:

- They do not attend the first day of class
- They do not complete work for the first week of class

Students who are administratively dropped under this policy will be sent an email by the instructor informing them of the drop. Students should not presume they will be dropped by their instructor for non-attendance under this policy. Students who have registered for a class, but
never attended, should verify whether or not they are officially enrolled. It is ultimately the student’s responsibility to withdraw officially from the class.

It is the responsibility of all wait-listed students (face-to-face and online) to communicate with the instructor concerning readings and assignments that must be completed in the first week of class.

RATIONALE: The purpose of this policy is to ensure a clear understanding of the roles and expectations of both students and instructors. This policy seeks both to allow appropriate discretion to instructors and to protect students by defining the role and responsibilities of instructors for dropping students and ensuring that students are notified that they are being dropped.

The resolution is designed to allow students a reasonable window in which to attend and participate in class, and also to allow instructors to drop students who do not attend and/or complete the work so that other students who hope to add a class may do so.

Distribution List: