

CALIFORNIA STATE UNIVERSITY, BAKAERSFIELD

ACADEMIC SENATE

RESOLUTION 171818

INSTRUCTOR-INITIATED DROP POLICY

AAC and AS&SS

RESOLVED: That the following amendment be made to the existing policy on page 63 of the CSUB Catalog, under “Academic Information:”

Instructor Initiated Drop Policy

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 should communicate any extenuating circumstances immediately to the instructor of record. An instructor-initiated drop should be processed before the end of the first week. Students from the wait-list who attend the first day of class may then be added. Students who are on the waiting list, but do not attend the first day of class, may be dropped from the wait-list. Students who do not complete work assigned for the first week of class may be dropped from the course. 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 On-Line Classes

All students enrolled in online courses must log in to the course and complete any assignments or other activities that are required by the instructor during the first week. Student who fail to complete the first-week assignments by the deadline must be notified by the instructor of record that a drop is pending. Student should communicate any extenuating circumstances immediately to the instructor of record.

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:

1. They do not attend the first day of class
2. 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 that they will be dropped under this policy. Students who have registered for a class, but never attended, should verify that they are officially enrolled. It is the student's responsibility to drop/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:

President
Provost and VP Academic Affairs
AVP Enrollment Management
School Deans
Department Chairs
General Faculty