

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. For classes with waitlists, students who miss any class day during the schedule adjustment period may be dropped. Students who are on the waitlist and attend class during the adjustment period may be added, by waitlist order. Students should communicate any extenuating circumstances immediately to the instructor of record. Students must be notified by the instructor of record that a drop is pending with at least 24 hours notice. An instructor-initiated drop should be processed at least one business day before the Last Day to Add in the Academic Calendar.

~~Students who do not complete work assigned for the first week of class may be dropped from the course. Students 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. 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 ~~on-line~~ 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 with at least 24 hours notice. 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.

Instructor Initiated Drop 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 waitlist 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 on official university business who cannot attend the first day of class due to that business must notify the instructor of record prior to the first day of class. The student must provide proof of the official university business from the sponsoring program or office to the instructor of record.~~

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 **via their “myCSUB” account**. 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.

One business day before the Last Day to Add was chosen as the preferred deadline for instructor-initiated drops because waitlists are purged after this day. The Last Day to Add is typically near the beginning or middle of the second week of classes. This gives the most flexibility for students to notify instructors of extenuating circumstances given the tight turn-around window for proper notification of the student being dropped, processing the administrative drop, and adding students off the waitlist.

Distribution List:

President

Interim Provost and VP Academic Affairs

AVP Academic Programs

General Faculty