

ADMINISTRATIVE DROP POLICY

Effective for the Fall 2008 Semester, the Administrative Drop Policy as stated below will be implemented for undergraduate students

Drop for Non-Attendance: Undergraduate Students may be dropped from a class for non-attendance by a departmental administrative drop by the end of the first week of the class.

Intent of the Policy: The primary intent of the Administrative Drop Policy is to ensure full enrollment in classes in which demand for seats exceeds supply. The purpose is to free seats held by non-attending students in such classes so that students who wish to take the class may be able to do so.

***Classes in the Moser College for Adult and Professional Studies are not impacted.**

Procedure:

- To avoid being administratively withdrawn from a class, a student must request permission to remain in the course. Permission must be requested from the Department Chair prior to the first class meeting.
- Such requests must be made in writing (by email using the student's University email account) and must specify which dates during the first week of class would be missed and the reason for the proposed absence. It is the student's responsibility to ensure that the request has been received.
- Upon receipt of the request, the Department Chair (or instructor) shall notify the student as to whether his/her request has been granted. This notification will be made to the student's University email address by the end of the first week of the class.
- The Department Chair shall notify the Registrar of all administrative drop for his/her department prior to the end of the first week of the class.
- The Registrar shall drop the student from the class and notify the student and the student's academic advisor of the administrative drop. Notification will be made to the student's University email address.

7/28/08

Office of the Registrar