To: Associate Deans Council  
From: Michael Wright and Patti Huerta  
Date: 1/27/2009  
Re: DRAFT—ADMINISTRATIVE WITHDRAWAL POLICY

Summary
This policy authorizes the university to withdraw students from classes for nonattendance and/or failing to meet the required prerequisites.

Currently, students may register for a class and never attend. This presents a number of problems including: students receiving a grade of FX (failure due to absence) and students taking seat in a class that other students may need. It can also jeopardize the University's compliance with federal financial aid regulations as we must be able to document that a student has begun attendance in class.

In addition, students may register for a class and subsequently fail to complete or pass the required prerequisite. This again presents a number of problems including: students in a class without adequate preparation and students utilizing a space that other students may need. It can also jeopardize the overall progress of the class if too much class time is spent in review.

Policy DRAFT (For graduate and undergraduate classes--adjust for law semester):
Students are primarily responsible for their class registration by ensuring that they are accurately registered for classes.

Faculty members will validate a student’s class attendance during the first week of a standard ten week quarter. Students who have been reported as not in attendance at the end of the first week of the term may be administratively dropped from the course. Students who are in attendance, but are not registered must officially register for the course prior to the add deadline. This timeframe will be prorated for classes with special meeting patterns.

Working with the college offices, Student Records will validate that students have met the prerequisites for select classes. Students who have not met the required prerequisites may be dropped prior to the beginning of the term.

Students remain responsible for maintaining the accuracy and appropriateness of their class schedule through Campus Connection. Failure to attend a class does not guarantee that a student will be dropped from class, nor does attendance without official registration guarantee credit for the class. In addition, registration for a class without the appropriate prerequisite does not guarantee that a student will be dropped from class.

Procedures DRAFT:

Attendance
• Faculty should validate each student’s attendance through appropriate means determined by class type after the first and second meeting for day classes and the first meeting for night classes. This could be through the instructor taking attendance, students logging on to an online course or blackboard, students submitting an assignment, etc.
• Faculty may identify any students who do not appear in class (or have not logged in to an on-line course) and have not contacted them as an invalid roster entry.
• Student Records will Administratively Withdraw students from classes that were not validated
  o This process will be run daily while the Roster Validation is available
  ▪ Students will be notified by email of any administrative changes to their schedule as well as a notice in Campus Connection.
• Other students will be added to classes from the waitlist or allowed to register as students are withdrawn
  o This process will be run daily starting on the first day of classes and ending on the last day to add
  ▪ The add date will be extended to the first day of the second week of the term to allow for more students to be added after the Administrative Withdrawals
• The FX grade will continue to be used for students who were validated in the first 2 weeks of class, but later stop attending
  o This data will need to be tracked with Last Date of Attendance for Title IV compliance

Prerequisite Checking
• Between the end of grading of the previous term and the start of the next term, the Prerequisite Checking process will be run
  o This process will identify students who have failed a course that is a prerequisite for a course that they are registered for the following term
  o These students will then be contacted and asked to drop the course on their own
    ▪ Students who do not drop by a predetermined date prior to the first date of class, they will be Administratively Withdrawn from the course with refund
    ▪ Students will be notified by email of any administrative changes to their schedule as well as a notice in Campus Connection.