

HUMBOLDT STATE UNIVERSITY

Academic Senate

**Resolution on Faculty-Initiated Drop for Non-Attendance**

#12-10/11-APC – November 16, 2010 – Second Reading

**RESOLVED:** That the Academic Senate of Humboldt State University recommends to the President that the following “Faculty-Initiated Drop for Non-Attendance Policy” be adopted and implemented by Fall 2011:

**Faculty-Initiated Drop for Non-Attendance Policy to Take Effect Fall 2011**

Students who have been absent from a class or lab session within the first week of instruction, without notifying the instructor before the absence, may be dropped from the course by the instructor no later than the end of the second week of instruction. Any student dropped by the instructor during this period will be notified of the action by an e-mail from the Registrar until an automated process is developed. A student who wishes to be reenrolled in a course from which they have been dropped must receive a permission number from the instructor and reenroll in the course prior to the semester census date.

Not all instructors will drop students on the basis of non-attendance. Students are responsible for making sure the correct courses are on their schedules prior to the census date. If they do not properly drop a course, they will receive a "WU" (withdrawal unauthorized), which counts as an "F" in their grade point average.

**RATIONALE:** *Currently, faculty can give away an absent student's seat in the first week, however faculty cannot formally drop the absent student, which can result in over-enrollment. A great deal of time goes into dealing with retroactive withdrawals as a result of students enrolling, and forgetting to withdraw from classes. This creates time consuming and costly petitions for retroactive withdrawal. Adopting this policy will encourage faculty to add students in courses once the non-attending students have been dropped.*

Passed – November 16, 2010 – Academic Senate

Approved – December 6, 2010 – President Richmond