

**ACADEMIC MATTERS COUNCIL
SPECIAL REPORT**

concerning

**CLARIFICATION OF POLICIES REGARDING
REMOVAL OF A STUDENT FROM ROSTER BY INSTRUCTOR**

Presented at the
556th Regular Meeting of the Faculty Senate
May 21, 1998

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I. BACKGROUND

The current policies governing removal of a student from the class roster by instructor as stated in the *“Undergraduate Rights and Responsibilities Handbook”* under sections V and VII, lack the specifics that govern the process and time frame for such removal. The *current text* is as follows:

V. *Registration in Courses and Withdrawal*

F. Removal from Roster by Instructor Due to Non-Attendance, etc.

An instructor may not unilaterally cancel the registration of a student who has officially registered for a course, unless the student fails to appear for the first two meetings of the class or unless the student lacks the prerequisites stated in the Undergraduate Catalog. A student should drop a course from which he or she has been dropped by the instructor for these reasons (see G.I.a., below).

An instructor who wishes to disenroll a student for any other reason, including disruptive behavior, shall notify the student in writing of his or her intentions, with one copy to the Registrar and a second copy to the Dean of Students, to whom the student may appeal.

G. Course Registration Changes

Students who wish to drop a course may do so officially according to the regulations governing the procedure at the particular time. Failure to do this will result in a grade of F for the course.

I. Fall and Spring Semesters

a. **Add/Drop Period:** Students may add or drop a course, using the Touchtone Registration System, through the fourteenth calendar day of the semester (counting from the first day of classes). During this time, students should drop any course from which they have been dropped by the instructor for non-attendance (see F, above). A course dropped during this period will not be recorded on the student’s transcript.

b. **Withdrawal Period:** Students . . .

VIII. *Attendance*

Students are expected to attend all regularly scheduled classes at the University for which they are registered. In cases of illness, students are to explain their absences directly to their instructors. The grades of students who have met the requirements of the instructor in making up their work shall not be reduced for absence because of illness. Students are not to be penalized for official off-campus trips.

Faculty members are allowed to drop students who are absent from the first two class meetings and who have failed to make special arrangements with the instructor. However, students should be aware that non-attendance is not a means of automatically dropping a course. Students should drop the course using the Touchtone Registration System. Otherwise, they may receive a grade of F for the course.

Thereafter, although an instructor may not unilaterally drop a student from a course for any reason, including poor attendance, an instructor teaching a course where grading criteria are spelled out may lower a grade or even fail a student for poor attendance (see DESIRED PATTERNS OF COURSE MANAGEMENT). Faculty may, however, drop from the roster a student who is disruptive in the classroom (see V., F.).

II. AMC REVIEW AND RECOMMENDATION

The AMC subcommittee on policies has reviewed the current statements and recommended that they be changed to read as follows:

V. *Registration in Courses and Withdrawal*

F. **Removal from Roster by Instructor**

An instructor may not unilaterally cancel the registration of a student who has officially registered for a course, unless the student fails to appear for the first two meetings of the class or unless the student lacks the prerequisites stated in the Undergraduate Catalog. To cancel a student's registration because of lack of prerequisite, the instructor must notify the student of his or her intentions. In either case, as early as possible during the Add/Drop Period, the department must drop the student's registration in the course. Drops for these reasons must be completed by the end of the Add/Drop Period.

An instructor who wishes to disenroll a student for any other reason, including disruptive behavior, shall notify the student in writing of his or her intentions, with a copy to the Registrar and a second copy to the Dean of Students, to whom the student may appeal.

G. **Course Registration Changes**

Students who wish to drop a course may do so officially according to the regulations governing the procedure at the particular time. Failure to do this will result in a grade of F for the course.

I. **Fall and Spring Semesters**

a. **Add/Drop Period:** Students may add or drop a course through the fourteenth calendar day of the semester (counting from the first day of classes). A course dropped during this period will not be recorded on the student's transcript.

b. **Withdrawal Period:** Students . . .

VII. *Attendance*

Students are expected to attend all regularly scheduled classes at the University for which they are registered. In cases of illness, students are to explain their absences directly to their instructors. The grades of students who have met the requirements of the instructor in making up their work shall not be reduced for absence because of illness. Students are not to be penalized for official off-campus trips.

During the Add/Drop Period, faculty members are allowed to drop students who are absent from the first two class meetings and who have failed to make special arrangements with the instructor. However, students should be aware that non-attendance is not a means of automatically dropping a course. Students who intend to drop a course should do so during the Add/Drop Period; otherwise, they may receive a grade of F for the course.

After the Add/Drop Period, although an instructor may not unilaterally drop a student from a course for poor attendance, an instructor teaching a course where grading criteria are spelled out may lower a grade or even fail a student for poor attendance (see DESIRED PATTERNS OF COURSE MANAGEMENT). Faculty may, however, drop from the roster a student who is disruptive in the classroom (see V., F.).

AMC RECOMMENDATION. The Council unanimously supports the above changes with the following Motion for the Faculty Senate:

MOVED: That the Faculty Senate approve the changes in the regulations governing removal of a student from roster by instructor as recommended by the Academic Matters Council in Sen. Doc. No. 98-046A.