California State University, Stanislaus
5/AS/14/UEPC – Resolution for Instructor Withdrawal Policy

Be it Resolved: That the Academic Senate of California State University, Stanislaus approve the revised Instructor Withdrawal Policy; and be it further

Resolved: That this revised policy be effective beginning with the Spring 2015 term; and be it further,

Resolved: That this information be disseminated to students through their campus email, the online schedule, the instructor’s syllabus, and/or Blackboard.

Rationale: The existing Instructor Withdrawal Policy does not speak to online course offerings. The revised policy provides a timely manner and method for faculty to IW students enrolled in online courses who have not logged into the course within the first 48 hours of the start date. Furthermore, the existing Instructor Withdrawal Policy does not provide faculty members with the flexibility to IW students who may have attended the start date of class or contacted the instructor within the first 24 hours of the class but then, subsequently, decide not to attend the class. For face-to-face courses, the revised policy will allow the instructor to IW a student if the student attends the first class day or contacts the instructor but then misses any other class sessions within the first week of the semester without notifying the instructor. Furthermore, the revisions to the Instructor Withdrawal Policy will result in offering available class seats to students on the waitlist, thus assisting with enrollment management strategies.

IL:re UEPC Approved 4/10/14
Academic Senate Approved on 5/13/14

Mark Thompson, Clerk 6/3/14
6/3/2014

Joseph F. Sheley, President 6/4/14
California State University, Stanislaus

ACTION OF THE PRESIDENT:

Approval

X

Returned to Clerk with reason for not approving _______
California State University, Stanislaus
5/AS/14/UEPC – Instructor Withdrawal Policy

Students who register for a class and do not attend the first class meeting should notify the instructor or the departmental office no later than 24 hours after the first class meeting of their intent to remain in the course. A student who fails to do so may then be dropped administratively from the class by the instructor. If a student misses any other class sessions within the first 7 calendar days of the start date without notifying the instructor, the instructor may IW the student. If a student who registers for an online class fails to logon to the course website within 48 hours of the start date (8am, Pacific Time), the instructor may IW the student. (Courses are assumed to begin on the start date of the semester, unless otherwise specified in the schedule of classes.) An instructor may also administratively drop a student who does not meet the catalog prerequisites for the class. These instructor withdrawals are done by the instructor, following established procedures, through the Director of Enrollment Services. These administrative drops shall be without penalty and must be filed by the instructor with the Director of Enrollment Services no later than the census date. At the end of the fourth week of instruction there shall be a campus-wide enrollment update; if the instructor fails to administratively drop a student who has not attended class, it is still the student’s responsibility to drop the class through the Enrollment Services Office.

4/AS/05/UEPC Amended and Approved May 19, 2005. Revised by the UEPC on April 10, 2014.

Academic Senate Approved on 5/13/14
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