

## UNIVERSITY POLICIES & PROCEDURES

<b>POLICY NAME:</b> ADMINISTRATIVE DROP	<b>TEMPORARY REVIEW NUMBER:</b> 060702
<b>CLASSIFICATION:</b> ACADEMIC AFFAIRS	<b>SUPERSEDES:</b> CURRENT UNIVERSITY POLICY: "ADMINISTRATIVE DROP" (2002)
<b>AUTHOR:</b> UCAP REPRESENTATIVE	<b>LAST REVIEW:</b> JANUARY, 2002
<b>AUTHORITY:</b> MNSCU BOARD OF TRUSTEES POLICY 1A.1, PART 3, SUBPART E	<b>NEXT REVIEW:</b> SEPTEMBER, 2012
<b>APPLICATION:</b> <input type="checkbox"/> Undergraduate only <input type="checkbox"/> Graduate only <input type="checkbox"/> All University	<b>EFFECTIVE DATE:</b> JULY 1, 2007 FOR SPRING TERM OF THE 2007-2008 ACADEMIC YEAR
<b>DISTRIBUTION (IDENTIFY AUDIENCE/PUBLICATIONS):</b> UNIVERSITY POLICY AND PROCEDURES WEBSITE	<b>CUSTODIAN OF POLICY:</b> VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS

### BACKGROUND:

Minnesota State University, Mankato, is committed to providing courses needed for timely progress to degree completion to as many students as possible.

The Administrative Drop policy began in fall semester, 2000 as a pilot initiative covering a number of high demand English, Mathematics, and Speech classes. It was later expanded to include one Computer Science course. The intent of the policy was to ensure that seats in these classes were available to the maximum number of students.

This revision of the policy expands the administrative drop option to additional courses.

### POLICY:

Courses in which it is anticipated that enrollment demand will exceed course capacity may be designated as Administrative Drop courses. Administrative drop refers to a process whereby a student's enrollment in a course is terminated by action of an academic department.

In these courses, an administrative drop will be processed for students who fail to attend the first class session, unless an acceptable reason for the absence is provided to the instructor prior to that session. For online courses, an administrative drop will be processed for any student who does not electronically log into his/her class before or during the first day of the academic term.

Courses to which this policy applies will be designated in the class schedule each semester. An administrative drop will not result in a grade of "W" being entered on the student's transcript.

Students are responsible for confirming their status in courses and should not assume they are automatically dropped for non-attendance.

### PROCEDURES:

Departments may register each year to have courses included under the Administrative Drop policy for the following year (including summer). All sections of courses designated as administrative drop must adhere to the policy.

After the first class session (or after the first day of the semester for an online course), the names and Tech IDs of students who are to be administratively dropped should be provided by faculty to the departmental administrative assistant for submission to the Office of the Registrar.

Each department will administer its own procedure for filling seats made available under this policy (waiting lists, contact with faculty, open registration, etc.).

Continuation of courses under this policy is dependent upon the interest of the department to continue the designation and the number of students assigned to seats made available after the first day of classes.

Initial implementation of the policy will be for Spring Semester, 2008 classes. Departments should complete a registration form (available from the Office of the Registrar) for each course to be included under the Administrative Drop policy. Forms must be submitted to the Office of the Registrar by September 10, 2007.

Registration forms for courses seeking Administrative Drop status for succeeding academic terms (summer, fall, spring sequence) must be submitted to the Office of the Registrar by the first Monday in November.

#### Departmental Responsibilities

- Determine courses in which administrative drop will be applied.
- Submit application to Dean for signature.
- Advertise appropriately.
- Deliver list of students to be dropped to the Registrar's Office in a timely manner.
- Determine and administer process for filling available seats.

#### Faculty Responsibility

- Submit names and Tech IDs of students to be administratively dropped to departmental administrative assistant as soon as possible after the first class meeting.

#### Deans' Responsibility

- Deliver signed applications for administrative drop status to Office of the Registrar prior to the due date.

#### Registrar's Office Responsibility

- Assist with advertising.
- Process administrative drops received from academic departments.

#### Students' Responsibility

- Drop a class prior to the first day if not planning to attend.
- Notify department/instructor prior to the first class day with an acceptable reason if unable to attend that class.
- Verify that an administrative drop did occur.