University Policy	
Policy Name: Administrative Drop	**Effective Date of Last Revision** July 1, 2013
Custodian of Policy: Vice President for Academic Affairs	**Date of Last Review** September 2012
Date of Policy Adoption January 2002	**Date of Next Review** September 2019

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 or designated contact 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 (summer, fall, spring). All sections of courses designated as Administrative Drop must adhere to the policy.

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.

Registration for courses seeking Administrative Drop status for the upcoming academic year (summer, fall, spring) must be submitted via the electronic system to the Office of the Registrar by the first Monday in December.

Departmental Responsibilities

- Each fall determine courses in which administrative drop will be applied for the upcoming academic year (summer, fall, spring).
- Submit electronic application to Dean for approval and signature.
- Advertise appropriately.
- Inform the Office of the Registrar which students should be dropped. Determine and administer process for filling available seats.

<u>Deans' Responsibility</u>

- Electronically approve the courses on the Administrative Drop System that are requested by the department chairs. This is done in the Fall for the upcoming Summer, Fall and Spring semesters.

<u>Faculty Responsibility</u>

- Take attendance at first class meeting and report non-attendance students to the proper department contact.

<u>Registrar's Office Responsibility</u>

- Notify departments of administrative drop application process each fall.
- Add "administrative drop applies" memo to course schedule to assist with advertising.
- Send reminder e-mail to students letting them know that they are enrolled in an administrative drop course.
- Process administrative drops received from academic departments.
- Notify students by e-mail that they have been dropped from an Administrative Drop course.

<u>Students' Responsibility</u>

- 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.
- Do not assume that you have been dropped if you do not attend the first day of class. Check your schedule.

Rationale:

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 several other courses. The intent of the policy is to ensure that seats in these classes are available to the maximum number of students.