



Administrative Drop Registration Form

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 students' enrollment in a course is terminated by action of an academic department. A student must attend the first class meeting or provide the instructor with an acceptable reason for absence prior to the first class meeting.

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 class.

Subject	Course #	Course Title	Anticipated # of sections per term:		
			_____ Summer	_____ Fall	_____ Spring

Contact information: (List email and phone number students can contact to get permission to miss first class meeting. This information will be used in our advertising of the policy.)

Email: _____ Phone number _____

Department Responsibilities:

- Determine courses in which administrative drop will be applied
- Submit registration form to Dean for signature (Due Date: 1st Monday in November for summer, fall, and spring of next year)
- Advertise appropriately
- Deliver list of students to be dropped to the Registrar's Office in a timely manner (within one day of first class meeting)
- Determine and administer process for filling available seats

Department Chair Signature	Date	College Dean Signature	Date
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Office of the Registrar; 10/2/08

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