University Policy: 100302
Responsible Executive: Provost and Vice
President of Academic Affairs
Responsible Office: Vice Provost of Academic Operations
Effective Date: 02/09/2022
Last Revised: 03/18/2016

ADMINISTRATIVE DROP

POLICY SUMMARY

Students have an obligation to attend and/or participate in the courses for which they register. Additionally, they should notify an instructor in the case of absences or non-participation, particularly during the first week, that is, in the first one to four class meetings for in-person courses (depending on the class meeting schedule) or in the first one to three participation opportunities for online courses.

If an instructor deems that a student's absence at the start of the course and/or session can reasonably qualify as inadequate attendance or participation, then the student may be administratively removed from the course. This will allow the opportunity for other students to enroll in the course. Students who do not meet the prerequisites for the enrolled course, as stated in the academic catalog (and/or schedule of classes), may also be administratively removed from the course.

REASON FOR THIS POLICY

If students do not meet the threshold of attendance or participation at the start of a course and/or session, then administratively dropping them will allow other students the opportunity to enroll, especially those on the waitlist. This also ensures that students enrolled in courses meet the prerequisites, as this is an essential indication of preparedness for their enrolled coursework.

ENTITIES AFFECTED BY THIS POLICY

- All colleges, schools, and instructional units offering standard term-based programs
- Office of the Registrar

WHO SHOULD KNOW THIS POLICY

- All students and faculty members participating in standard term-based programs
- All administrative academic officials

DEFINITIONS

Attendance: For courses that meet in-person, attendance refers to being physically present for class, which can be measured using a variety of methods such as a "response clicker," NAU ID card, roll call, or completion of an assignment. For courses delivered online, attendance refers to meeting an instructor's stated, or published, expectations that would qualify as reasonably sufficient participation in the online learning environment and/or platform. Like in-person courses, online course attendance can be measured using a variety of methods, such as discussion board participation or completion of an assignment.

Absence: When a student does not attend class or engage in the activities defined by the faculty member as active participation in the course during the time period that the student is also enrolled in the class.

Prerequisites: Courses and/or other requirements identified in the academic catalog (and/or schedule of classes) that must be satisfactorily completed prior to enrollment in the course in question.

Academic Catalog: The academic catalog is NAU's official list and course description of all regularly scheduled classes. Classes in this catalog are established classes that have been circularly reviewed and approved by the Office of Curriculum, Learning Design, and Academic Assessment (OCLDAA).

Schedule of Classes: The schedule of classes, similar to the academic catalog, reflects the classes to be offered on any given semester. This includes the course descriptions also available in the academic catalog, but also includes further details on topic courses, such as x99 courses.

In-Person Classes: Classes that require attendance that is physically collocated, with predominately face-to-face instructional delivery between student and instructor and/or student to student.

Online Classes: Classes that are taught in part, or in whole, in a virtualized environment. This includes courses that are blended, with a substantial part of pedagogical delivery via in-person and a substantial part via a virtualized environment.

POLICY

A student may be administratively dropped from a course by the instructor or department up to the date posted by the registrar on the class session calendar. The registrar is responsible for setting the date for each semester (including summer and winter sessions) and the related time (i.e., the number of days) between the administrative drop deadline date and the date of the last day to enroll.

Typically, students may be administratively dropped due to the following circumstances:

1. The student has not met prerequisites for the enrolled course as stated in the academic catalog (and/or the schedule of classes).
2. For in-person classes, the student has not met the instructor's expectations of adequate attendance (as published or stated in syllabus) within the first one to four class meeting times.
3. For online classes, the student has not met the instructor's expectations of adequate participation (as published or stated in syllabus) within the first few assignments, activities, or other online interactions.

It is recommended that a student contact the instructor during the first week (i.e., one to four business days) of any session if absences during that period cannot be avoided. It is also recommended that a student contact the instructor before the start of the semester if they know they will be absent for any reason during the first week of the session.

RESPONSIBILITIES

Instructors: Verify and confirm that a student has not attended class or made contact, explaining any situation where it may be reasonable and allowable to allow absences during the start of a session.

Students: Students who wish to drop a class should follow appropriate procedures and must not assume that an instructor will administratively drop them from a class. Students are responsible for changing their own class schedule within the timelines established by the Registrar's Office.

Registrar's Office: The Registrar's Office will be responsible for setting the administrative drop deadline date and the related last day to enroll. These are determined by guidance and policy provided by ABOR and the NAU Provost's Office.

PROCEDURES

Instructors will navigate to the "Administrative Drop Application" from their Faculty Center Page in LOUIE to drop students from their class. Instructions are available on the Registrar's Office website. Instructors are encouraged to follow the established best practices of the university and/or their unit.

RELATED INFORMATION

Forms or Tools

Instructions for administratively dropping a student are available on the Registrar's Office website

Cross-References

There are no cross-references associated with this policy.

Sources

Academic Catalog: https://catalog.nau.edu
Schedule of Classes, can be found via the class search in Louie: https://in.nau.edu/louie
Office of Curriculum, Learning Design, and Academic Assessment: https://in.nau.edu/ocldaa/

APPENDIX*

Best Practices:
Students are automatically notified by the Registrar's Office when they are dropped from a course.
Instructors are encouraged also to notify these students in a timely manner, prior to dropping.
Some student groups, such as international students, firefighters, and veterans, may have significant
constraints to participation in the first week or more of class. These students are encouraged to reach out to
representatives and the faculty to convey these constraints as appropriate. Likewise, students who enroll
after the course has started are encouraged to contact their instructor to notify them of their late enrollment.
Faculty who are aware of such constraints are likewise encouraged to work with such students prior to
dropping students from the class, with the understanding that not all faculty will know all details about all
students.

*Disclaimer: all documents, links, or other materials included in this policy's appendix are provided
solely for the user's convenience and are not part of official University policy.