REQUIRED ADMINISTRATIVE DROPS

It is each student’s responsibility to ensure the accuracy of his/her schedule each semester. A student who registers for classes but does not attend any classes during that semester is required to drop all classes or submit a complete withdrawal for that semester or incur financial liability.

Each instructor is required to maintain an accurate record of student attendance in fulfillment of federal financial aid requirements.

- If a student fails to attend the first class meeting in a semester, the instructor MAY immediately submit an administrative drop a student for that student. This is recommended when there are students on the class waitlist. This allows other students to register (with instructor permission after the fifth day of the semester), and it removes the student’s financial obligation for that course.

In addition, instructors are REQUIRED to take specific action when a student does not attend class during the first two weeks of a fall or spring semester.

- If a student falls to attend all classes during the first two weeks of a fall or spring semester*, the instructor is REQUIRED to submit an administrative drop for that student no later than the end of the third week of that semester.
  - If a student enrolled in an online class does not either submit work or participate in a class discussion during the first two weeks of the semester*, the instructor is REQUIRED to submit an administrative drop for that student no later than the end of the third week of that semester.

- If a student attends class even ONCE during the semester, the student cannot be administratively dropped.

IMPLEMENTATION

To fulfill this requirement, instructors MUST check attendance on the first day of class and often during the first two weeks of the semester. A student who attends even one class session may not be administratively dropped.

If a student fails to attend all classes during the first two weeks of a fall or spring semester*, the instructor must submit an administrative drop using one of these methods:

- Request department secretary to administratively drop the student from the class, or

- Contact the Registrar's Office by phone or email to have the student administratively dropped from the class.
  - Call 652-7708 and ask that the student be dropped. The instructor will need the course and section number as well as the student’s name and DSU ID number
  - Email records@dixie.edu with the course and section number (or CRN) as well as the student’s name and DSU ID number.

*Deadlines for summer and block terms are different. Consult the Academic Calendar for that semester.