

Undergraduate Curriculum and Academic Policy Committee

Registration and Add Policy and Attendance and Drop Policy

Registration and Add Policy

There are three designations of courses, each with specific registration requirements. For most courses, students may register or add through the Registrar's Office anytime through the seventh calendar day of the term. For courses designated "Instructor Permission Required," students may register or add only with the instructor's permission. For courses designated "Instructor Permission Required after Term Begins," students may register or add until the first day of the term, after which they need to obtain the instructor's permission. Departments must notify the registrar which courses require instructor permission when the courses are scheduled.

Students registering after the term begins are responsible for all missed assignments and cannot expect that due dates will be altered.

Attendance and Drop Policy

Instructors establish attendance policies and penalties for absences for individual courses; penalties may include lowering of the grade or even failure if the absences exceed those permitted by the instructor. Such policies and penalties should be included in the course syllabus and available to the students at the first class meeting.

For courses designated "Instructor Permission Required after Term Begins," students may be dropped from the course for being absent from the first two class meetings (for courses meeting more than once a week) or from the first class (for courses meeting only once a week). When this policy is utilized any student missing the designated class(es) may be dropped from the specific class section. The instructor must notify the Registrar's Office promptly for the students to be removed from the roll.

Approved by Faculty Senate January 10, 2000
Approved by General Faculty February 15, 2000
Approved by Board of Trustees April 7, 2000

Procedure for Implementation of Registration and Add Policy and Attendance and Drop Policy

Enrollment Restriction Option Under Registration/Add Policy and Attendance/Drop Policy

Under the Registration and Add Policy and Attendance and Drop Policy it is possible to designate courses as "Instructor Permission Required after Term Begins." The enrollment restriction enables faculty, departments, and colleges to improve enrollment management through the following specifics of the policies:

Registration and Add Policy

For courses designated "Instructor Permission Required after Term Begins," students may register or add until the first day of the term, after which they need to obtain the instructor's permission.

Attendance and Drop Policy

For courses designated "Instructor Permission Required after Term Begins," students may be dropped from the course for being absent from the first two class meetings (for courses meeting more than once a week) or from the first class (for courses meeting only once a week). When this policy is utilized any student missing the designated class(es) may be dropped from the specific class section. The instructor must notify the Registrar's Office promptly for the students to be removed from the roll.

Procedure for Implementation of "Instructor Permission Required after Term Begins"

Beginning Fall Quarter 2006, enrollment management using "Instructor Permission Required after Term Begins" is to be implemented by designating such courses in the process of submitting quarterly schedules of class offerings to the Registrar's Office. Departments and units responsible for scheduling class offerings are also responsible for establishing specific implementation policies and procedures for use of "Instructor Permission Required after Term Begins".

This Procedure for Implementation supersedes the 2000 procedure and, therefore, does not require that such course designations be submitted for approval through the University Curriculum and Academic Policy Committee (UCAPC) and Faculty Senate processes.

Use of the Drop Policy in High Demand Courses

In those cases where the use of "Instructor Permission Required after Term Begins" is approved to accommodate student enrollment in high demand course offerings relative to other course offerings, it is expected that the instructor will replace dropped students with students wishing to add through departmental or college waiting lists and the normal course add process.

Use of the Drop Policy to Accommodate Other Curriculum Needs and Unanticipated Changes

As specified in the Attendance and Drop Policy, “For courses designated as Instructor Permission Required after Term Begins, students **may be** dropped from the course for being absent ... “ but it is **not required** that students be dropped by the instructor.

Approved: Undergraduate Curriculum and Policy Committee, February 8, 2006.

Approved: Faculty Senate, April 3, 2006.

Approved: Provost, May 1, 2006.