



Date: March 27, 2025

To: Andre Avramchuk, Chair Academic Senate

From: Shikha Upadhyaya, Educational Policy Committee Chair

Copies: M. Hawley; C. Harris; K. Fisher; R. Roquemore; C. Pugh

Subject: **EPC Memo 24-07: Proposed Modifications to “Exclusion From Class” Policy – Chapter V of the Faculty Handbook**

The Educational Policy Committee (EPC) has reviewed the “Exclusion from Class” policy, last revised in 2015. Under the current policy, instructors must submit drop lists for non-attending students by the eighth instructional day of the academic term. However, this deadline creates challenges for courses with staggered schedules (e.g., lab) — particularly when semesters begin midweek. These delays leave instructors unable to confirm student attendance patterns before the eighth-day deadline. As a result, non-attending students remain enrolled, preventing waitlisted students from enrolling in the course. Instructors are unable to drop non-attending students after this deadline. Here are all the modifications proposed by the Educational Policy Committee to the policy:

- Lines 1-2: The policy title has been changed to reflect the topics addressed in this policy.
- Lines 5-6: This line was deleted, as the proposed policy modifications cover instructor-initiated drops in more detail.
- Lines 6-7: Language was added in consistency with the *Add and Drop Deadlines Policy* to allow faculty-initiated drops for student absentees up to the regular add and drop deadline.
- Lines 9 to 11: Language was deleted to shift from a fixed drop deadline (eight instructional days of the academic term) to allowing instructor-initiated drops throughout the entire add-and-drop period.
- Lines 14 to 17: This policy language was deleted, as criteria to deem the student as an absentee covered in more detail from Lines 17 to 20.
- Lines 17 to 20: New policy language was included to define student absentees.



- Line 21: Inserted language to define student absentees in asynchronous classes.
- Line 21: “shall” is replaced with conditional language “may be” granting instructors discretion to determine student absentee.
- Lines 23: Language was added to allow students enrolled in asynchronous online courses more time in the “first week of instruction” instead of the “fourth calendar day,” allowing them more time to continue (or discontinue).
- Lines 23-26: The language from lines 17 to 23 was deleted and replaced by new policy language.
- EPC also recommends placing this policy after the *Add and Drop Deadline Policy* on the Faculty Handbook Chapter V.



1 EXCLUSION FROM CLASS INSTRUCTOR 2 INITIATED DROPS

3 (Senate: 8/26/75, 1/31/89, 10/9/12; President: 9/8/75, 2/6/89, 1/28/13; Editorial
4 Amendment: 8/01, 5/15)

5 Instructors establish rules for their classes at the first meeting; attendance at that
6 meeting therefore is most important. WITHIN THE FIRST 15% OF AN
7 INSTRUCTIONAL PERIOD, instructors may drop absentees to admit other students
8 in accordance with department/division/school policy. Instructors may also drop
9 students who are ineligible to take the course. If instructors choose to drop
10 students, they must submit drop lists no later than the eighth instructional day of
11 the academic term. Students will be dropped without record of enrollment by the
12 registrar upon receipt of the drop list initiated by the instructor or as a result of a
13 student-initiated drop during the no record drop period.

14 In courses that meet only once a week with a scheduled break period, students
15 shall be deemed to be absentees if, by the end of the break period of the first class
16 meeting of the term, they have failed to appear or have failed to communicate to
17 the instructor their intent to attend. STUDENTS MAY BE DEEMED TO BE
18 ABSENTEES IF THEY HAVE FAILED TO APPEAR OR HAVE FAILED TO COMMUNICATE
19 THEIR INTENT TO ATTEND TO THE INSTRUCTOR BY THE SCHEDULED END OF THE
20 FIRST CLASS MEETING OF THE INSTRUCTIONAL PERIOD. In online
21 ASYNCHRONOUS classes, students shall MAY be deemed to be absentees if they
22 have not logged in to the online classroom or contacted the instructor by the end



23 of the FIRST WEEK OF INSTRUCTION. fourth calendar day of the academic term. In
24 all other courses, students shall be deemed to be absentees if they have failed to
25 appear or have failed to communicate their intent to attend to the instructor by
26 the scheduled end of the first class meeting of the semester.



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