

ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

AS-64-79/FB  
May 8, 1979

RESOLUTION REGARDING CLASS WITHDRAWAL PROCEDURES

- WHEREAS, CAM 485.3 and the Class Schedule read: "A student may not be dropped from a lecture class by the instructor for failure to attend the initial section meeting unless the student is absent at the end of the first class meeting at which the instructor has the official class list. The instructor may remove any student's name from the official class list who fails to appear after the first thirty minutes of the first meeting of an activity or laboratory class, whether or not the instructor has the official list at that time;" and
- WHEREAS, The CPSU 1977-79 Catalogue Issue reads: "A student may withdraw from a course without academic penalty during the initial 15 instructional days of the quarter provided the instructor is formally notified . . . . Any student who fails to provide notification . . . will be subject to failing grades. (U or F);" and
- WHEREAS, Gerald Punches' "Class List Processing Instructions" reads: "A student may withdraw from a course without academic penalty during the initial 15 instructional days of the quarter provided the instructor is formally notified. After the third week census date, the instructor must assume that any student who has not provided notification of withdrawal will remain officially enrolled in the course;" therefore be it
- RESOLVED: That these versions be brought into agreement and the resulting statement be printed in CAM, the Class Schedule, the University Catalogue and the Class List Processing Instructions. Suggested statement: "Students will be dropped from a lecture class by the instructor for failure to attend the initial section meeting if they are absent at the end of the first class meeting at which the instructor has the official class list. The instructor will delete the names of students who fail to appear after the first thirty minutes of the first meeting of an activity or laboratory class, whether or not the instructor has the official class list at that time. Should students who do not attend the first meeting wish to remain in a course, they must notify the instructor before the first class meeting not to delete their names. Except for previously mentioned circumstances, students may withdraw from a course without academic penalty during the first 15 instructional days of the quarter provided that they inform the instructor in person and make sure that their names

are deleted from the class list. After the third week census date, the instructor must assume that any students who have not provided in-person notification of withdrawal will remain officially enrolled in the course. Students who fail to provide such notification will therefore be subject to a failing grade (U or F)."

AS.64.79

Max Riedlsperger

June 21, 1979

Hazel Jones  
Russell Brown

Dale W. Andrews

**SENATE RESOLUTION ON CLASS WITHDRAWAL PROCEDURES**

Attached is a copy of the approval action with regard to the Academic Senate's Resolution on class withdrawal procedures. As noted in the June 7, 1979 memorandum from Vice President Jones, the resolution was endorsed by the Academic Council with a minor change in the last sentence.

I have sent copies of this action to appropriate staff members for follow up and publication in various university documents.

Attachment


**Memorandum**

to : Dale W. Andrews  
Acting President

Date : June 7, 1979

File No.:

Copies :

From : Hazel J. Jones   
Vice President for Academic Affairs

Subject: Student Withdrawal from Class

On June 4 the Academic Council approved the attached Academic Senate resolution regarding class withdrawal procedures with the indicated rewriting of the last sentence of the resolution.

The resolution came about because of a complaint which had been heard by the Fairness Board. At issue was the question of withdrawal or deletion of a student's name during the first three weeks of a quarter. Information on this subject is found on pages 48 and 49 of the 1977-79 catalog, in CAM 485.3, and in various class schedules and class list processing instructions. However, because the information is sometimes found in two different places in the same publication a certain amount of confusion and misunderstanding has resulted.

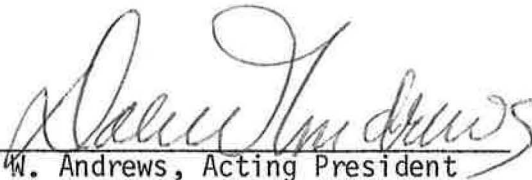
Therefore, the purpose of the resolution is to propose a statement which would consolidate this information. But in addition, the Academic Senate has proposed two substantive changes in the procedures:

1. That the instructor will remove the student's name if the student is absent the first class meeting that the instructor has the class list, and will remove the student's name if the student is absent after the first thirty minutes of the first meeting of an activity or laboratory class whether or not the instructor has the class list. Present regulations use permissive or discretionary language with the result that policy varies from department to department and even within departments. Mandatory language should impose uniformity in dealing with students.
2. If a student has appeared in class and is carried on the class list and if thereafter the student withdraws from class, he or she must present the notification to the instructor in person in order to be properly withdrawn from the roll. Present regulations indicate only that under similar circumstances the instructor shall be notified and this procedure has sometimes meant a casual conversation in the hall, an oral message by the student's friends, and other informal methods. The Academic Council recognizes that the "in person" notification of the instructor may be difficult to enforce in some circumstances, but felt that the language at least indicates that it is the student's responsibility to process his/her withdrawal.

I do not believe that the Academic Council's suggested version of the last sentence is a substantive change in the original Academic Senate resolution.

I concur with the resolution and recommend your approval.

Attachment

APPROVED:  DATE: 6/8/79  
Dale W. Andrews, Acting President

6-7-79  
L

ccy: H. Jones, R. Brown, M. Riedlsperger, D. Grant, M. Wilson