Best Practices for Instructor Drops  
(Faculty Senate / Enrollment & Success Management subcommittee)

before census

• If a student does not attend the first class meeting (and does not inform the instructor prior), the instructor should drop him or her (DNW on ChaffeyView).
• If a student attends the first class but never again, the instructor should drop him or her (IDW on ChaffeyView).
• Instructors need to submit an accurate census to ensure that the college reports its FTES correctly.
• Title 5 requires instructors to drop students who do not attend during the census period (unless the students have contacted the instructor, and they make arrangements for the student to remain in the class).

after census

• Instructors may drop students for excessive absences . . . but
• The course syllabus must clearly state the policy and must define what excessive entails.
• The policy must be followed fairly and consistently to avoid student complaints/grievances.
• Ultimately, it is a student’s responsibility to drop a class.

before & after census

• Instructors must maintain accurate attendance records.
• Instructors should email or talk to students who miss class to deter further absences and to encourage them to attend.

excerpts from Admissions & Records Guidelines / Instructions
http://www.chaffey.edu/chaffeyview/GradingEnrollmentInformation.pdf

Title 5, section 58004(c), requires clearing the rolls of inactive enrollment for attendance accounting purposes during the census period. During this period, instructors should drop students via My ChaffeyVIEW as follows:

  DNW – student never attended the course
  IDW – student attended at least one class session and did not return

Please make sure you are using the correct drop code to ensure accuracy of data for Financial Aid and other reporting purposes.

Title 5, section 55003(l), states that there are only two circumstances under which a student may be involuntarily dropped from a course: (1) excessive absences; and (2) “as a result of disciplinary action taken pursuant to law or to the student code of conduct.” There is no longer a provision that allows a drop due to “lack of academic effort.”

A student may drop or withdraw only before 61% completion of the class. An instructor may also drop or withdraw a student for lack of attendance only before 61% completion of the class.

After census, students should not rely on instructors to drop or withdraw them from a class.
Dropping without a W Grade
An Instructor/Student initiated drop prior to the date census is due from faculty will result in no entry on the student’s permanent record for that class. However, the student is still responsible for payment of fees. Please refer to the Academic Calendar for exact dates.

Dropping with a W Grade
An Instructor/Student initiated drop, after census is due from faculty and on or before 61% of the course, will result in a W grade on the student’s permanent record for that class. Please refer to the Academic Calendar for specific dates.

Please Note: Effective Summer 2012, the last day to drop without a “W” grade will be changed to the day before census is due from faculty. Any drops occurring between the census due date and the 61% mark will result in a “W” grade on the student’s transcript.

After 61% completion of class, students may not drop themselves, nor be dropped by an instructor. In addition, the instructor must issue the student a final grade.

Failure to officially drop or withdraw by the drop deadline may result in the assignment of an F (Failing) or FW (Unofficial Withdrawal) grade.