

Instructor Withdrawal

Students who register for a class and do not attend the first class meeting should notify the instructor or the departmental office no later than 24 hours after the first class meeting of their intent to remain in the course. A student who fails to do so may then be dropped administratively from the class by the instructor. An instructor may also administratively drop a student who does not meet the catalog prerequisites for the class. These instructor withdrawals are done by the instructor writing an "IW" next to the name on the roster, signing the roster, and submitting to the Admissions and Records Office. These administrative drops shall be without penalty and must be filed by the instructor with the Director of Admissions & Records no later than the census date. At the end of the fourth week of instruction there shall be a campus-wide enrollment update; If the instructor fails to administratively drop a student who has not attended class, it is still the student's responsibility to drop the class through the Admissions & Records Office. **22/AS/82/EPC Approved February 18, 1983 Amended by the UEPC on October 23, 1990, 4/AS/05/UEPC Amended and Approved May 19, 2005.**