



# Eastern Kentucky University

## Policy and Regulation Library

Academic Regulation: 4.3.5ACR

Responsible Office(s): Office of the Registrar

Effective: June 17, 2021

Next Review Date: Summer 2026

## Academic Regulation: 4.3.5ACR Drop or Withdrawal from Courses

### Statement

At EKU, students are responsible for their own academic success. With this comes the option to enroll in, complete, drop, or withdraw from classes. Class attendance is a key component of academic success, and therefore, the University has developed an enrollment verification process that is designed to ensure:

- Students enrolled but not attending EKU are identified and dropped from classes during the Add/Drop period in a way that will not appear on the transcript;
- Vacant seats are made available for other students;
- A reduction of added sections to accommodate students waiting for available seats; and
- Students who likely decided not to attend EKU but did not inform the University are identified, dropped, and receive full tuition reversal for the course.

### Entities Affected

- Students
- Faculty
- Office of the Registrar

### Procedures

#### I. Faculty Information

All faculty (undergraduate and graduate, online, and all other modes of delivery) are required by the University to monitor their class rosters and drop a student for being absent (or not participating online) from the first class meeting (as scheduled by the Registrar's Office) unless arrangements have been made between the faculty member and student prior to the first class meeting. Faculty should drop students for non-

attendance as soon as possible after the first class meeting, but within the Add/Drop period.

Instructors of online classes should:

- Develop student activities designed to serve as confirmation of participation and list these on the course syllabus;
- Require the online student proactively demonstrates connection, communication, and/or some other tangible participation (e.g. emailing from their ECU email account, submitting an assignment, responding to a survey);
- Schedule the above participation requirements to begin as early as possible in the Add/Drop period; and
- Use the absence of mandatory initial class participation (per the course syllabus) as justification to disenroll the online student during the Add/Drop period if appropriate communication with the instructor is lacking.

## **II. Student Information**

### **A. Involuntary Drop of a Course**

Students who know they will be absent from the first class meeting should contact their instructor ahead of time to explain their absence and request that the instructor not drop them from the class. Should they fail to do so, a student can expect that missing the first day of class will automatically result in removal from that class.

A disenrolled student may re-enroll in the course via online registration, provided seats are still available, during the Add/Drop period. Thereafter, the student may petition to register through the Late Enrollment process. Approval for Late Enrollment depends on seat availability and requires the written permission of the instructor, department chair, and the dean of the college.

### **B. Voluntary Drop of a Course**

Students may choose to drop a course during the Add/Drop period. Courses dropped via online registration during the Add/Drop period of a semester will not appear on the transcript.

### **C. Withdrawal from a Course**

Courses dropped via online registration after the Add/Drop period of a semester through the withdrawal period (as noted on the University academic calendar) will appear with the grade "W" on the transcript. A student who stops attending after the withdrawal period without completing the withdrawal process will be assigned an "F." A student who is assigned a grade of "F" in a course because of academic dishonesty will not be permitted to drop or withdrawal from the course.

## Definitions

- **Add/Drop:** The period during which a student may change their schedule without impacting their transcript. For full-semester classes, the Add/Drop period is the first week of class. The Add/Drop period for partial-semester classes can be significantly shorter. Students should refer to the Office of the Registrar and the official academic calendar for specific dates.
- **Late Enrollment:** Students who wish to add a class to their schedule after the published deadline must secure the permission of the instructor of the course, the department chair, and the dean of the college offering the course. The student shall complete the Request for Late Enrollment and submit it to the instructor of the class. If enrollment is approved, the instructor passes the form onto the appropriate department office for further processing. The Request for Late Enrollment form is available on the Registrar's website.

## Violations of the Policy

Violations will be handled under normal University procedures.

## Regulation Adoption Review and Approval

### Regulation Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
June 17, 2021	Board of Regents	Adopted