UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Administrative Drop Policy (number AP1405)**
Cabinet Division: **Registrar's Office (Enrollment Management)**
Date: 3/25/14 (approved by Faculty Senate); 4/1/14 (approved by Chancellor)

I.   Background and Purpose

1.1 The elimination of this policy caused unforeseen difficulties.   Receiving financial aid depends on attendance in courses. Specifically, Pell grant requires attendance in each class for which the student receives the grant. Currently, because we have no Administrative Drop policy, we assume attendance if the student doesn't drop themselves from the class prior to the first meeting of the course. The student does not always do this, and therefore may receive Pell for which they are not entitled, which often goes undetected.

1.2 Sometimes the instructor will report an XF grade at the end of the semester, and if a date is entered and it is the day before the first day of class (our current policy for reporting non-attendance), we reverse the aid at that time, MONTHS after the student received the aid. At this point, the student would end up with a bill at the University for a course(s) they never attended. This creates ill will with the student and accounts receivables for the University

1.3   In some instances, faculty may not report the XF, or may not report it with the proper date, and if it isn't reported for all courses equally by all of the faculty, then with even one "earned" F, the student is entitled to keep some or all of the funds.

1.4 With an automated method of dropping students for non-attendance, seats are opened up for other students to add the course.

II. Constraints

2.1 There are no constraints

III. Definitions

3.1 None

IV.   Policy Statements

4.1 Students who do not attend the first class meeting of a course, or who do not participate in a course related activity in an on-line course, or who do not notify the instructor that they will be absent for special reasons, will be dropped from the course.

4.2 Students should not assume that a course will be dropped automatically. It is still the students' responsibility to verify official enrollment through their class schedule.

V. Policy Procedures

5.1 Class rosters will be opened for instructors to "drop" students on the first meeting of each class. The PeopleSoft system will generate overnight so other students will be able to add the class the next day.

VI. Compliance

Undergraduate Academic Affairs:
Faculty Senate: 3/27/14
Chancellor: 4/1/14