



# CALIFORNIA STATE UNIVERSITY, FULLERTON

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Office of the Registrar

*Admissions & Records Department*

P.O. Box 6900, Fullerton, CA 92834 / T 657-278-2380 / F 657-278-23

Date: January 15, 2015  
To: All Faculty  
From: Melissa K. Whatley  
University Registrar  
Subject: **Procedures for Instructor-Initiated Drops - Deadline Monday, February 2nd**

The following procedures have been implemented to facilitate the reporting of instructor-initiated drops by faculty.

- **NOTE: You cannot complete this process online. The system does NOT allow you to officially drop a student from a class online. Addition or removal of a student from your TITANIUM class list does not impact the official class roster (in CMS); it only changes your personal class list in TITANIUM.**
- The **deadline** for submitting Instructor-Initiated Drops is **Monday, February 2nd**.
- From the Faculty Center, **print a copy of your class roster**.
- Line through the names only (not the I.D. numbers) of those students that you want dropped from the class.
- For each one, write next to the name "NS" if the student is a "no show" or "NP" if the student does not meet prerequisites for the course.
- **Sign your name somewhere on each page that has edits**. If you have a multi-page class list, please submit the entire list.
- Return the class list upon which you have lined out names. You may prefer to wait until the first week of instruction has been completed before returning your forms to the Admissions and Records Service Center (LH-114).
- You may also continue to use the old instructor-initiated drop forms available in your department office.

We will continue to accept the forms through February 17<sup>th</sup> (census); however, I encourage you to adhere to the deadline as students dropped after February 2<sup>nd</sup> will receive a grade of 'W' (withdrawal) for the course.

The policy on page 68 of the 2013-15 catalog states that, if a student is absent without notifying the instructor or departmental office within 24 hours after any meeting missed during the first week, the student may be dropped administratively from the class by the instructor. You may also administratively drop students who do not meet the prerequisites for the course.

The exception to this policy for spring 2015 pertains to remedial courses in English and Mathematics. Executive Order 665 from the Chancellor's Office requires students in need of remediation, based on their EPT and/or ELM scores, to take the appropriate remedial courses during their first semester of enrollment at CSUF.

New students for spring 2015, and fall 2014 admitted students who failed their remedial courses(s) or need to take the second half of a required sequential course (MATH 30A and 30B), will be required to take the appropriate remedial courses(s) in spring 2015. In order for the campus to comply with this requirement, instructor-initiated drops will not be allowed for, ENGL099, ENGL099M, ENGL 101, MATH 30A, MATH 30B and MATH 40. Students wishing to change sections of these courses must do so utilizing existing add and drop procedures.

We hope this procedure will make it easier for you to drop students from your class. Thank you for your assistance in this process.

cc: College Deans, Associate Deans, Department Chairs, Program Coordinators, Administrative Assistants and Aids, Department Secretaries

MKW