



CALIFORNIA STATE UNIVERSITY, FULLERTON

Office of the Registrar

Admissions & Records Department

P.O. Box 6900, Fullerton, CA 92834 / T 657-278-2380 / F 657-278-2356

Date: August 21, 2015

To: All Faculty

From: Melissa K. Whatley
University Registrar

Subject: **Procedures for Instructor-Initiated Drops**

The policy on [Initial Class Meeting](#) in the University 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 fall 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 fall 2015 and spring 2015 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 fall 2015. In order for the campus to comply with this requirement, instructor-initiated drops will **not** be allowed for, ENGL099, ENGL100, ENGL100W, ENGL 101, MATH 30A, MATH 30B, MATH40 and MATH 45. Students wishing to change sections of these courses must do so utilizing existing add and drop procedures.

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

- 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, you need to **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) **or scan routing** your forms to [Hilda Guerrero](#).
- You may also continue to use the old instructor-initiated drop forms available in your department office.
- The deadline for submitting **or scan routing** Instructor-Initiated Drops is **Tuesday, September 8th.**

We will continue to accept the forms through September 21st (census); however, I encourage you to adhere to the deadline as students dropped after September 8th will receive a grade of 'W' (withdrawal) for the course. 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

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