Policy Recommendation: 
Instructor Drop Policy

Effective Date: Fall 2020

Legislative History: A number of policies, dating back through the 1990s, were related to dropping courses after Advanced Registration. Most recently, F04-2, which was predated by F01-2, S99-12, S99-7, S93-13, and S93-10, focused mainly on the administrative consequences, i.e. refunds, census calendar, and late drops, and not on the circumstances leading to the instructor drop. Policy S93-5 made reference to the rights of an instructor to drop students from a course, though did not clarify the responsibilities of an instructor who does so.

Whereas: Situations have arisen in which questionable decisions were made by faculty who dropped students from courses, including dropping students without their knowledge and without clear rationale; and

Whereas: There exists no dedicated university policy regarding instructor drops; therefore be it

Resolved: That the following policy be adopted.


Vote: 14-0-0.

Present: Jackson (non-voting), Khan, Kim, Kitajima, Parent, Rollerson, Roque, Sen, Sorkhabi, Sullivan-Green, Trang, Walters, Wilson, Wolcott, Yao.

Absent: Delgadillo, Hill, Honda (non-voting).

Financial Impact: None.

Workload Impact: None.
Instructor Drop Policy

While instructors are not required to drop students, they are permitted to do so if a student:

1. Fails to establish a committed presence in the class, as per F15-3. This policy defines committed presence as:
   • In-person classes. Attending the first class meeting or informing the instructor of the intention to continue in the class within 48 hours after the first official class meeting.
   • Online classes. Logging on to the Learning Management System class shell on the first scheduled day of class or informing the instructor of the intention to continue in the class within 48 hours after the first day of instruction.

Or

2. Does not meet the stated prerequisites.

All instructor drops must be communicated directly to the student in writing by the instructor through MySJSU (student’s email on record). Instructors must state the reason for the drop, as defined above. Documentation of the written notification to the student should be kept on file. All Instructor Drop Requests are due by the date posted on the Registrar’s Calendar, available at www.sjsu.edu/registrar/calendar.

Students have the responsibility to ensure they establish a committed presence, as defined above and in F15-3, and to meet the stated course prerequisites. If a student does not drop prior to the drop deadline, they must petition to drop a course with a “W” (Withdrawal). Otherwise, the student will receive either a “WU” (Withdrawal Unauthorized) or a “F” at the end of the semester. See the Academic Advising and Retention Services (AARS) website for details, available at: http://www.sjsu.edu/aars/.