



22/AS/23/ATLC/UEPC
Instructor Withdrawal Policy

It is vital that all students attend the first session of all courses, regardless of modality (face-to-face, online synchronous, online asynchronous, or hybrid). Thus, we have the following policy for instructor withdrawals when students are not present and or engaged with the materials on the first day. Faculty are encouraged to contact their students at least two working days before the course begins, to communicate the expectations associated with the modality of the course and to inform them of the IW policy.

Face to face and online synchronous

Students who register for a face-to-face course and do not attend the first class meeting should notify the instructor or the departmental office no later than 24 hours after the first class meeting of their intent to remain in the course. A student who fails to do so may then be dropped administratively from the class by the instructor. If a student misses any other class sessions within the first 7 calendar days of the start date without notifying the instructor, the instructor may IW the student.

Hybrid

Students who register for a hybrid course (whether online/face-to-face or online asynchronous/synchronous) and do not attend the first-class meeting should notify the instructor or the departmental office no later than 24 hours after the first class meeting of their intent to remain in the course. Should the first class session be asynchronous, and the student fails to access the course materials within 24 hours of the start date (8am, Pacific Time), the instructor may IW the student.

Fully online asynchronous

If a student who registers for a fully online asynchronous class fails to access the course materials within 24 hours of the start date (8 a.m. Pacific Time on the first day of the semester), the instructor may IW the student. (Courses are assumed to begin on the start date of the semester, unless otherwise specified in the schedule of classes.) Consistent with the [OTM](#) policy, except in the case of last-minute personnel changes, faculty teaching asynchronous online courses must contact their students at least two working days before the course begins, to introduce the course and communicate the expectations for the modality. Faculty should distribute their syllabus by the first day of classes.



Additional IW procedures

An instructor may also administratively drop a student who does not meet the catalog prerequisites for the class. These instructor withdrawals are done by the instructor, following established procedures, through the Director of Enrollment Services. These administrative drops shall be without penalty and must be filed by the instructor with the Director of Enrollment Services no later than the census date. At the end of the fourth week of instruction there shall be a campus-wide enrollment update; if the instructor fails to administratively drop a student who has not attended class, it is still the student's responsibility to drop the class through the Enrollment Services Office.

Approved by the Academic Senate on December 5, 2023

Approved by Interim President Susan E. Borrego on February 11, 2024