ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

AS-64-79/FB
May 8, 1979

RESOLUTION REGARDING CLASS WITHDRAWL PROCEDURES

WHEREAS, CAM 485.3 and the Class Schedule read: "A student may not be dropped from a lecture class by the instructor for failure to attend the initial section meeting unless the student is absent at the end of the first class meeting at which the instructor has the official class list. The instructor may remove any student's name from the official class list who fails to appear after the first thirty minutes of the first meeting of an activity or laboratory class, whether or not the instructor has the official list at that time;" and

WHEREAS, The CPSU 1977-79 Catalogue Issue reads: "A student may withdraw from a course without academic penalty during the initial 15 instructional days of the quarter provided the instructor is formally notified .... Any student who fails to provide notification .... will be subject to failing grades. (U or F);" and

WHEREAS, Gerald Punches' "Class List Processing Instructions" reads: "A student may withdraw from a course without academic penalty during the initial 15 instructional days of the quarter provided the instructor is formally notified. After the third week census date, the instructor must assume that any student who has not provided notification of withdrawal will remain officially enrolled in the course;" therefore be it

RESOLVED: That these versions be brought into agreement and the resulting statement be printed in CAM, the Class Schedule, the University Catalogue and the Class List Processing Instructions. Suggested statement: "Students will be dropped from a lecture class by the instructor for failure to attend the initial section meeting if they are absent at the end of the first class meeting at which the instructor has the official class list. The instructor will delete the names of students who fail to appear after the first thirty minutes of the first meeting of an activity or laboratory class, whether or not the instructor has the official class list at that time. Should students who do not attend the first meeting wish to remain in a course, they must notify the instructor before the first class meeting not to delete their names. Except for previously mentioned circumstances, students may withdraw from a course without academic penalty during the first 15 instructional days of the quarter provided that they inform the instructor in person and make sure that their names
are deleted from the class list. After the third week census date, the instructor must assume that any students who have not provided in-person notification of withdrawal will remain officially enrolled in the course. Students who fail to provide such notification will therefore be subject to a failing grade (U or F).