Proposal:

Establish and publish a campus-wide policy permitting departments to drop students from classes for lack of published prerequisites.

Background:

For some time a number of departments have published warnings in their Schedule of Classes copy regarding their policies of administratively dropping students who lack specific course prerequisites. Inevitably some courses are overlooked or new staff are involved in preparing the Schedule copy and this text does not appear. This can in turn result in problems when departments wish to exercise a policy which they have not published.

The early registration system, which will be beginning for the 1995 summer session will mean that students will register before they have necessarily satisfied all pre-requisites. The add/drop process, which will no longer involve most departments directly prior to the start of classes, will put more responsibility on students to follow published prerequisites in adding courses.

In addition, future plans for preparation of the Schedule copy directly from the computerized semester course file will make it nearly impossible to mix this sort of textual message regarding administrative drops in with the actual course listing.

Rationale:

By establishing and publishing in the front of the Schedule of Classes a campus-wide policy with permissive language regarding administrative drops for lack of published prerequisites, all departments will be free to use (or not use) this policy for any or all of their courses without publishing separate warnings in their course listings. Suggested language appears below.

Draft Schedule of Classes Language:

It is the responsibility of students to drop courses for which they do not meet published prerequisites. However, academic departments MAY administratively drop students from courses for lack of prerequisites. Fees for dropped courses are determined by the date on which drop forms are RECEIVED in the Department of Enrollment Services. It is to the students' advantage to ensure that such drops are received early by initiating action themselves.

Academic Policy Committee

Robert Magill, Chair