University Policy 4190

Faculty-Initiated Withdrawal

Effective Date

July 1983

Last Revision Date

April 2020

Responsible Party

Provost and Vice President for Academic Affairs, (208) 426-1202
Office of the Registrar, (208) 426-4249

Scope and Audience

This policy applies to all course instructors.

Additional Authority

- University Policy 3120 (Official Student Absence Policy)
- University Policy 3140 (Academic Grievance)

1. Policy Purpose

To provide the course instructor with a procedure to drop a student from a course.

2. Policy Statement

A course instructor may drop a student from a course for failure to attend class under the following conditions:
• The student does not attend one of either of the first two meetings of a class that meets more than once a week, or

• The student does not attend the first meeting of a class that meets only once a week, or

• The student does not satisfy the initial participation requirements of a fully online class.

3. Responsibilities and Procedures

3.1 Responsibilities

a. The instructor is responsible for initiating a drop under this policy.

b. A student who wishes to be excused from attending one of the first two meetings of a class must obtain permission from the instructor prior to the start of the class.

3.2 Procedures

a. A Faculty-Initiated Withdrawal Form must be completed and submitted to the Registrar’s Office by the “Last date to Register/Add without a permission number.” The date varies by course session (see the Academic Calendar for dates).

b. Students are dropped without a “W,” and fees may be refunded, if applicable.

3.3 Exceptions

A student may be granted “official absence” from class when the student documents and notifies the instructor in advance of their participation in an official, University-recognized activity pursuant to University Policy 3120 (Official Student Absence Policy).

3.4 Right of Appeal

a. A student who is dropped for non-attendance may appeal the decision with the instructor who completed the drop. The student may enroll with the permission of the instructor.

b. A student who disagrees with the decision of the instructor may follow the procedures outlined in University Policy 3140 (Academic Grievance).
4. Related Information

Faculty-Initiated Withdrawal Form
https://www.boisestate.edu/registrar/faculty-staff-info/faculty-staff-forms/

Academic Calendar
https://www.boisestate.edu/registrar/boise-state-academic-calendars/

Revision History

July 1995; April 2020