

# EKU First Day of Class Attendance: Faculty-Drop Process

*[previously known as "Use it or Lose it"]*

**The University expects instructors to carefully monitor their class rosters (through EKUDirect) and to drop the enrollment of students who do not attend on the first day of class (and who have made no prior arrangements with the instructor for missing class).**

## **Class Enrollments During the 1st week of a Semester.**

This enrollment verification process is designed to ensure:

- clear reinforcement of the message that class attendance at ECU is important
- that students enrolled but not attending ECU are identified and processed out of classes (during the 1<sup>st</sup> week of the term) in a way that provides full tuition reversal and no failing grades
- maximum efficiency of allocation of instructional resources, making unused class seats available to other students during the open online-registration period
- all students get the best possible opportunity for academic success by being present on the 1<sup>st</sup> day of class
- helps to clean up class rosters and identify "phantom students" (institutional no-shows)

## **Faculty-Drop: please execute within 24 hr of 1<sup>st</sup> class meeting**

This enrollment verification process gives ECU instructors the authority to request disenrollment of a student for non-attendance. **These faculty drops should be executed WITHIN 24 HR. of the 1<sup>st</sup> class meeting for the term,** (providing the student has made no prior arrangement with the instructor for missing the class). Faculty may request these drops **only during the 1<sup>st</sup> week of the term.**

## **The Process:**

- **Students who know they will be absent** should contact their instructor or the academic department office **PRIOR TO THE 1<sup>st</sup> CLASS MEETING** to explain their absence and request that the instructor NOT drop them from the class.
- **Classes meeting multiple times per week** (MWF, TR, MW, etc.): If a student does not attend the 1<sup>st</sup> class meeting of the term, as scheduled by the University, the instructor may request that the Registrar disenroll the student.
- **Classes meeting one time per week:** If a student does not attend the 1<sup>st</sup> class meeting of the term, as scheduled by the University, the instructor may request that the Registrar disenroll the student.
- **Online classes:** Instructors of online classes are also expected to employ the faculty-drop.
  1. Detail on the syllabus student activities designed to serve as confirmation of participation.
  2. Devise these as requirements whereby the online student proactively demonstrates connection, communication, and/or some other tangible participation (e.g. emailing from their ECU email account, submitting a document in Blackboard, responding to a survey).
  3. Schedule the above participation requirements to begin as early as possible in the first week of the semester.
  4. Use the absence of such mandatory (as per the syllabus) initial class participation as justification that the online student is "not attending"; and lacking appropriate communication with the instructor that student should be faculty-dropped during the 1<sup>st</sup> week of the term.

## **Procedure:**

1. There is a dedicated link in **EKUDirect/Faculty Services** where instructors will find:
  - A roster of students for each section.
  - A disenrollment box next to the student's name.

✓ A checked box will indicate the student is absent the 1<sup>st</sup> day of class and the faculty desires disenrollment.

- **“Fac Drop”** = No-Attendance at 1<sup>st</sup> class meeting - Faculty Drop.  
*Registrar, disenroll this student for no-attendance/no-participation at 1<sup>st</sup> class meeting of term and no attendance related communication with the instructor.*

2. **Faculty will be asked to identify these students WITHIN 24hr of the 1<sup>st</sup> class for the term.**
  - Faculty accesses the dedicated roster through *EKUDirect* to indicate drop.
  - The dropped student's seat will then be available to other students waiting to get into the class.
3. The Registrar will promptly drop the student from the class, per the instructor's directive. (Note that the Faculty Drop link in EKUDirect will be turned off after the 1<sup>st</sup> week of the term.)
4. **The Registrar's Office will email each student** immediately after the drop has been performed, via the student's **EKU email account**; alerting the student that enrollment in one of his/her courses has been removed.

## **Questions:**

### **May the dropped student get back into the class?**

- Yes, a dropped student may re-enroll himself/herself online, *provided seats are still available.*
- Or the student may petition to register through the Late Enrollment process, *provided the instructor, the chair, and the dean approves.*

### **Can the faculty-drop option be used with shorter, partial-semester classes?**

- YES....students in shorter term classes are also expected to attend class. If they do not attend on the first day of class **faculty are expected to exercise the drop option.**
- The consequences of absence on the 1<sup>st</sup> day of class should be detailed on the syllabus and communicated to enrolled students before the partial-semester class is scheduled to begin.

### **Do students expect to be dropped from class?**

- YES....many students will purposefully not attend class assuming that is one mechanism to drop a class. At midterm (or later) when such a student discovers that they have an “FN” grade, and are still enrolled, and getting billed for the tuition, they are angry that the instructor did not drop them.