

Why Am I Not Able To Drop This Student????

So you try to drop a student with their last date of attendance. The system will not accept it; you try again and it still will not accept it. Cursing and frustrated, you wonder out loud, “What gives?”

The state requires instructors to report accurate attendance information for each student. This is how the college receives funding and faculty are an integral part of this process. This process requires instructors to clear their attendance rolls regularly. So what does this have to do with the system rejecting the date you are trying to use?

The easiest way to illustrate this is to think of the semester as being broken up into several periods. Each period has a date range. For example, in the Fall 2015 semester, the period for a full refund runs from August 17th through August 28th. The next period is dropping without a grade notation is August 29th through September 10th and so forth. Once a particular period has passed, you can no longer use the date range associated with it. This is to prevent inaccurate reporting to the state for funding. Think of it as doors opening and closing.

Consult the [Faculty Instructional Calendar](#) for key deadline dates.

This is why it is strongly emphasized that you include your attendance policy in your course syllabus and to advise your students to drop themselves if they do not want a fee assessment or grade notation. The deadlines established for students differ from those for faculty. Instructors are required to keep accurate roll. However, we receive a large amount of appeals at the end of each semester from students who claim their instructor promised to drop them before fees were assessed or before “W” or a substandard grade was assigned. This is a student responsibility and an instructor forgetting to drop a student so he/she does not get a fee assessment or a bad grade is no longer accepted as an “institutional error” and is not considered to be an extenuating circumstance.

