



BOISE STATE UNIVERSITY

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)
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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