

THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE

FACULTY SENATE

Senate Document Number 2811S

Date of Senate Approval 04/07/11

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Statement of Faculty Senate Action:

**FWDC 6: Removal of Administrative Withdrawal of Students who have not Fulfilled Prerequisites (Faculty Handbook 3.1.4.3.4) (Revision of SD0589F)**

**Effective date:** Fall 2011

**Summary:** This document removes the right of instructors to administratively withdraw students who have not fulfilled the prerequisites for a course. It also places language in the handbook that currently exists in the catalog, allowing instructors to drop students who fail to attend the first day of class.

**Rationale:** This policy was put in place beginning in Fall 1990 as a way to enforce prerequisites, giving faculty the right to remove students from a class at any time before the official withdrawal date if prerequisites for that course were not fulfilled. With the use of online registration, we now have the ability to check for prerequisites for any student seeking to take a class, making this policy unnecessary. Faculty members have the ability to override prerequisites, so that any student who has not fulfilled prerequisites for a course is in that class with the knowledge and approval of the instructor.

**Revised Faculty Handbook 3.1.4.3.4**

**3.1.4.3.4 Students Attending Class**

Students are responsible for regular class attendance. Faculty members are responsible for reporting to the student's advisor any student whose repeated absence from class is impairing the student's work. Any faculty member who has a particular attendance policy for his or her classes is to state that policy in the course syllabus.

[Students failing to attend the first session of class may be administratively dropped by the instructor; however, this is at the discretion of the instructor.]

~~By the official withdrawal date an instructor may administratively withdraw from a course any student who has not fulfilled the prerequisites for the class. Students who are administratively withdrawn will receive the grade W on their transcripts. (SD0589F)~~

**Religious Observances:** It should be noted that a student who misses a test or deadline due to a religious observance must be allowed to make up the test or other work if the student informs the instructor at least seven days prior to the event. Legal counsel of the University system advises that to ask for proof of religious affiliation or to refuse this may be a violation of the prohibition against religious discrimination. ([SD0510F](#))

Students who miss class to travel on university-sanctioned business are given excused absences for the class time missed. Occasional absences of this kind will have no punitive impact on their grades. It is the student's responsibility to inform the instructor of the travel plans at least one week prior to the sanctioned absence, and to make up all work missed within a specified time period, as agreed to by instructor and student. However, significant absences may affect academic performance and grades. ([SD2002S](#))