FORM TO DROP STUDENTS FOR NON-ATTENDANCE

Beginning with the *2003 Fall Semester*, students enrolled in courses in the College of Humanities and Social Sciences will be subject to the following Drop for Non-Attendance Policy. This policy is intended to apply to ***courses where student demand exceeds enrollment capacity.*** Instructors wanting to initiate this policy in their sections should e-mail their class rolls about this policy. Targeted sections should be filled to capacity and should have a wait list.

By the second class/laboratory period or fifth business day of the semester (whichever comes first) students who have not attended class or contacted the instructor regarding his/her absence may be dropped from the class roll. This drop will be initiated by the instructor, processed by the department, and recorded in the Dean's Office. The student may petition for readmission to the class if s/he has been dropped in error, or in the event of students with extenuating circumstances, provided the request is received by the tenth business day of the semester. Students who intend to drop a course continue to have the responsibility to officially drop and are encouraged to do this on a timely basis, following normal university procedures.

_____ _____ _____ _____

(course) (section #) (seating capacity) (# students currently enrolled)

Student Name (last name first)	**ID #**	**Deptl Action Taken**

Please check any and all of the below that apply:

_____ I e-mailed my class roster about this policy.

_____ A wait list is being maintained for this section of this course in the department.

Instructor's Printed Name _____

Instructor's Signature and Date _____

The designated person in the department with access to Student Records (Admin Services-Quick Enroll a Student) should drop the above listed students, add students from the wait list as soon as possible and then forward this form to:
K.R. Young, Interim Asst. Dean of Academic Affairs CHASS, NCSU Campus Box 8101