

## Disenrollment Policy

ACADEMIC AFFAIRS

Academics / Instructional Policy

Policy Owner: Provost and Vice President for Academic Affairs

*Effective date:* July 27, 2021

*Approval date:* March 6, 2025

*Schedule for Review:* Fall 2029

### Policy Summary:

This policy allows instructors to disenroll students who fail to attend at least one scheduled class during the first four days of the week in which a course is scheduled to meet for the first time. This process ensures that students who intend to participate can access available course seats.

For online courses, instructors must define in their syllabi how participation will be tracked in lieu of physical attendance.

Disenrollment is optional, meaning instructors are not required to remove students for non-attendance.

Students who are disenrolled from a prerequisite or co-requisite course will also be dropped from those related courses. However, non-attendance does not replace the official course drop, withdrawal, or semester withdrawal processes.

### Policy Statement:

Fort Lewis College is committed to student success and equitable course access. This policy supports those goals by:

- Allowing students who have not attended to be removed from courses, opening seats for others.
- Reinforcing the importance of academic engagement from the first day of class.
- Providing clear guidelines for disenrollment procedures, ensuring consistency across courses.

### Scope

This policy applies to:

- **All undergraduate students** enrolled in face-to-face, hybrid, or online courses.
- **All instructors** who have the discretion to disenroll students based on non-attendance.

### Policy Details

- **Instructor Discretion:** Instructors may, but are not required to, disenroll students who miss at least one class during the first four days of the week in which the course begins.

- Online Course Participation: For online courses, instructors must define in their syllabi how participation will be tracked in lieu of physical attendance.
- Disenrollment Process: Instructors choosing to disenroll a student must submit a request following the official disenrollment procedure outlined below.
- Impact on Enrollment:
  - If a student is disenrolled from a prerequisite or co-requisite course, they will also be dropped from those related courses.
- Notification: Students who are disenrolled will receive an official notification from the Registrar's Office via email.

#### Responsibilities:

*For oversight of the policy:* Provost and Vice President for Academic Affairs

*For procedures for implementing policy:* College Registrar

*For enforcement of the policy:* Individual Instructors, Registrar's Office

#### Definitions:

**Instructor:** Any instructor of record for an offered course.

**Disenrollment:** The administrative removal of a student from a course due to non-attendance, as determined by the instructor. A disenrollment is similar to a course drop in that the course will not appear on the student's transcript as it occurs pre-census.

#### Procedures:

##### **Instructor Action:**

If an instructor chooses to disenroll a student, they must email the student's name and the course section name and number of the class to registrar@fortlewis.edu no later than 4:00 p.m. on the fourth day of the week in which the course is scheduled to meet for the first time.

##### **Registrar's Office Action:**

Processes disenrollments and notifies students via email.

#### Cross-Referenced Policies:

Course Drop and Withdrawal Policy

Academic Attendance Policy

Consequences of Non-Compliance: (optional)

#### Review and Revision History:

Originally approved on January 16, 2013 by Faculty Senate. The policy was reviewed and approved on July 27, 2021 with procedural additions. Policy was reviewed and approved on March 6, 2025 with new formatting and updated procedures.