



## EASTERN KENTUCKY UNIVERSITY

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### Office of the Registrar

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## First Day of Class Attendance: Use it or Lose it

### Class Enrollments During the 1st week of a Semester.

This new enrollment verification process is designed to ensure:

- clear reinforcement of the message that class attendance at EKU is important
- that students enrolled but not attending EKU are identified and processed out of classes (during the first week of the term) in a way that provides full tuition reversal and no failing grades
- maximum efficiency of allocation of instructional resources, making unused class seats available to other students during the open online-registration period
- all students get the best possible opportunity for academic success by being present on the first day of class

**This new enrollment verification process gives EKU instructors the authority to request disenrollment of a student for non-attendance, but only during the first week of the term (providing the student has made no prior arrangement with the instructor for missing the class).** This method is currently employed at other institutions and has proven effective.

### Effective Term:

This procedure will be in effect Fall 2010. A rigorous communication plan with faculty and students shall begin during the Spring 2010 term.

### The Process:

- **Students who know they will be absent** should contact their instructor or the academic department office **PRIOR TO THE 1<sup>ST</sup> CLASS MEETING** to explain their absence and request that the instructor **NOT** drop them from the class.
- **Classes meeting multiple times per week** (MWF, TR, MW, etc.): If a student does not attend the 1<sup>st</sup> class meeting of the term, as scheduled by the University, the instructor may request that the Registrar disenroll the student.



- **Classes meeting one time per week:** If a student does not attend the 1<sup>st</sup> class meeting of the term, as scheduled by the University, the instructor may request that the Registrar disenroll the student.
- **Online classes:** Instructors of online classes who wish to employ the faculty drop option of “Use It or Lose It” should:
  - ❖ Detail on their syllabus student activities designed to serve as confirmation of participation.
  - ❖ Devise these as requirements whereby the online student proactively demonstrates connection, communication, and/or some other tangible participation (e.g. emailing from their EKU email account, submitting a document in Blackboard, responding to a survey).
  - ❖ Schedule the above participation requirements to begin as early as possible in the first week of the semester.
  - ❖ Use the absence of such mandatory (as per the syllabus) initial class participation as justification that the online student is “not attending;” and lacking appropriate communication with the instructor that student may then be disenrolled during the 1<sup>st</sup> week of the term.

The additional 1<sup>st</sup> week data will enhance the ability of the Registrar and the Advising Office to identify “phantom first-time students.” This faculty provided data will be combined with other objective indicators held in Banner, as well as information from University Housing and Student Accounting, to help confirm identity of students who are registered but not attending the university. This new process will also assist departments with efficiency of course offerings, and prevent inflated D, F, W rates because of such students.

### **Proposed Procedure:**

1. A dedicated link will be created in **EKUDirect/Faculty Services** where instructors will find:
  - A roster of students for each section.
  - A disenrollment box next to the student’s name.

✓ A checked box will indicate the student is absent the 1<sup>st</sup> day of class and the faculty desires disenrollment.

- **“N/A Drop”** = No-Attendance at 1<sup>st</sup> class meeting - Faculty Drop.  
*Registrar, disenroll this student for no-attendance/no-participation at 1<sup>st</sup> class meeting of term and no attendance related communication with the instructor.*

2. **Faculty will be asked to identify these students immediately following the determining “missed class.”**
  - Allows absent student’s seat to be accessible to other students waiting for availability in that class.
3. The Registrar will promptly drop the student from the class, per the instructor’s directive, **providing the information is relayed DURING THE 1<sup>ST</sup> WEEK OF CLASS.**

4. **The Registrar's Office will email each student** immediately after the drop has been performed, via the student's **EKU email account**; alerting the student that enrollment in one of his/her courses has been removed.
  
5. **May the dropped student get back into the class?**
  - A dropped student may re-enroll himself/herself online, (*provided seats are still available*).
  - Or student may petition to register through the Late Enrollment process.
  - However the Late Enrollment process is dependent upon availability, and requires the **written permission of the instructor**, department chair, and dean of the college.
  - Depending upon the week of the term, the Late Enrollment process may also require approval at the Provost level.
  
6. **Can the faculty-drop option be used with shorter, partial-semester classes?**
  - The add/drop period for short-term classes is abbreviated and varies with the number of weeks of the class. Often these classes begin after the onset of the full semester.
  - Thus, while the faculty-drop option may be requested, timing, communication with students, and coordination with the Office of the Registrar is essential.
  - **Communication by the instructor/department with the Office of the Registrar - *prior to the onset of the full semester will be required.***
  - The consequences of absence on the 1<sup>st</sup> day of class should be detailed on the syllabus and communicated to enrolled students before the partial-semester class is scheduled to begin.