



TEXAS A&M UNIVERSITY-TEXARKANA ADMINISTRATIVE DROP POLICY

Beginning with the first class day of the semester, faculty should report to the Registrar's Office via the preliminary class roster and/or email communication, by a date established by the Registrar's Office, any student who is not attending their class or who has not logged into Blackboard for an online class.

An administrative drop will be initiated by the Registrar's Office for any student who **has not been in attendance** in face to face classes or **has not reported** in web or web enhanced classes by the due date of the preliminary class roster as established by the Registrar's Office. The Registrar's Office will notify students by certified mail and/or email that an administrative drop has been initiated and they should contact their instructor immediately. If the instructor does not rescind the request in writing within seven (7) days of documentable receipt of the notification, the Registrar's Office will drop the student from the class. Faculty who fail to submit an administrative drop by the established deadline, must record the grade earned by the student at the end of the semester. Faculty submitting a grade of F for a student will be **required** to enter the last date of attendance during the grading cycle. Subsequent to the census date final roster, all drops during the semester must be student initiated.