



Faculty Requested Drop - Fall 2020

Email completed forms to registrar@sonoma.edu

During remote instruction a faculty instructor may request that the Registrar's office drop a student from their course if:

- In a synchronous class, the student fails to attend the first two class meetings of the semester (or the first class meeting if the class meets only once per week) and does not contact the instructor about missing class.
- In an asynchronous class, the student does not indicate their commitment to take the course during the first two weeks by:
 - o completing the first assignments of the course (as indicated by the professor) by the end of the second week;
 - o or emailing the instructor confirming their attendance in the course by the end of the second week;
 - o or commenting on the course message board a set number of times by the end of the second week.

Term:

Course (ex. MATH165)

Section:

Class Number (ex. 4123)

Instructor Name (please print):

Instructor Signature: _____

Students to drop (please print)

Student Last Name	First Name	Student ID

For A&R use only

Processed by: _____ Date _____