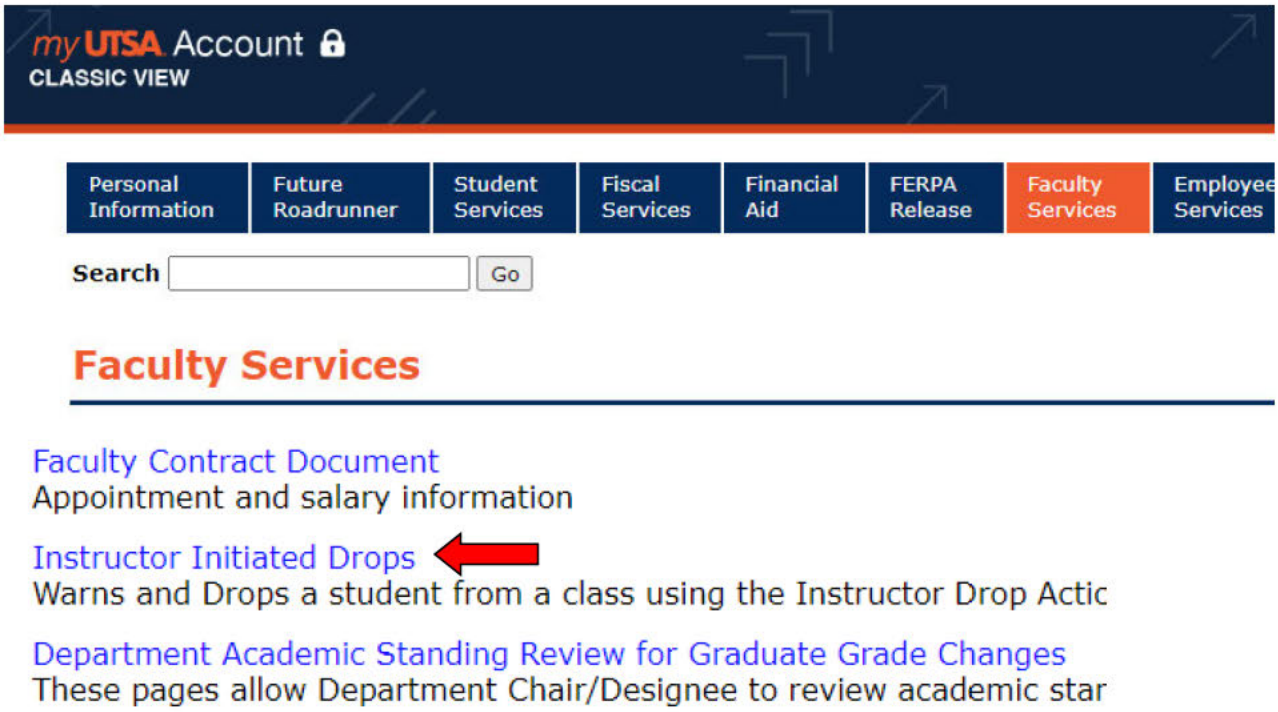
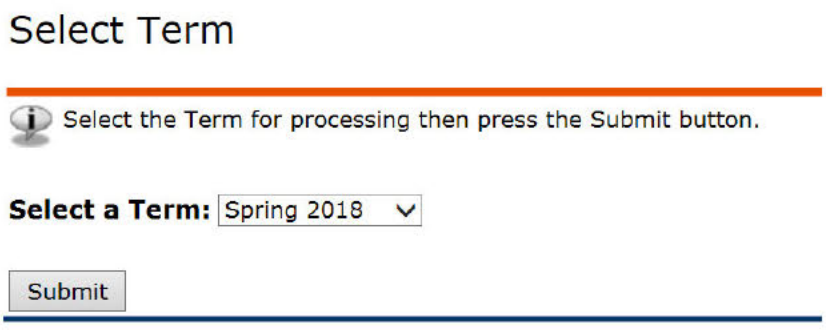
Instructor-Initiated Drops

Use the Instructor-Initiated Drop system to send warnings or drop students for exceeding unexcused absences or missed assignment limits.

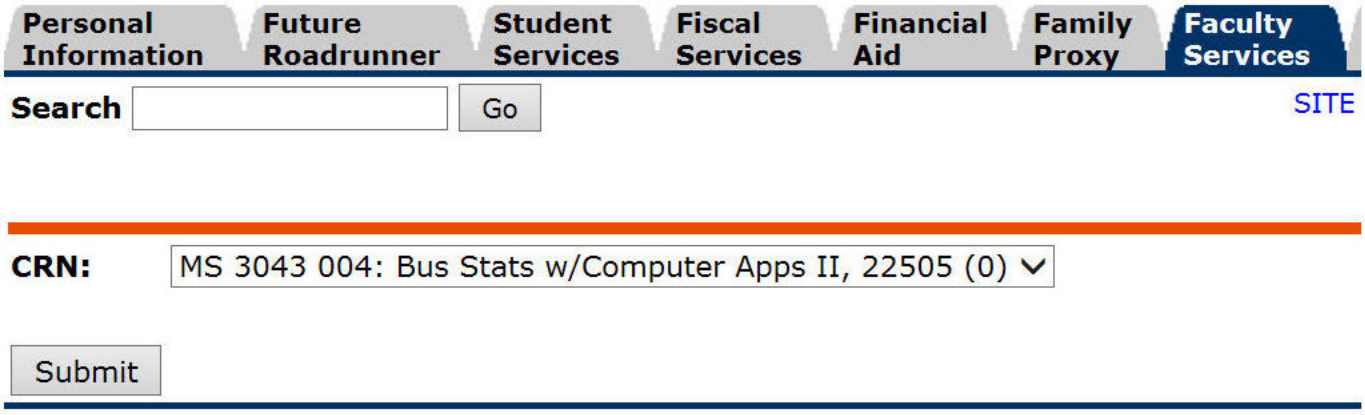
1. Log into myUTSA Account and go to the Faculty Services Tab.
2. Click on the "Instructor Initiated Drops" link.



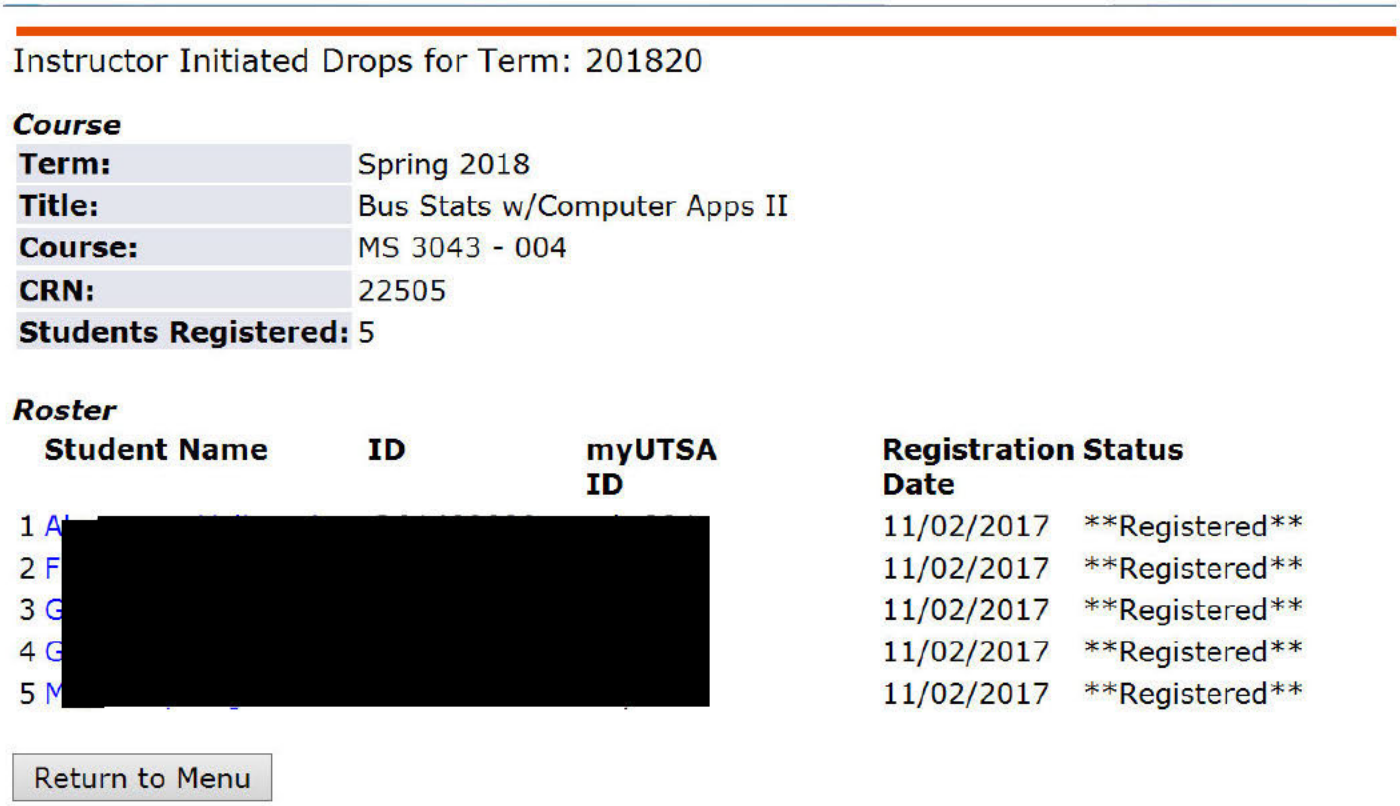
3. Select a Term and click on Submit button.



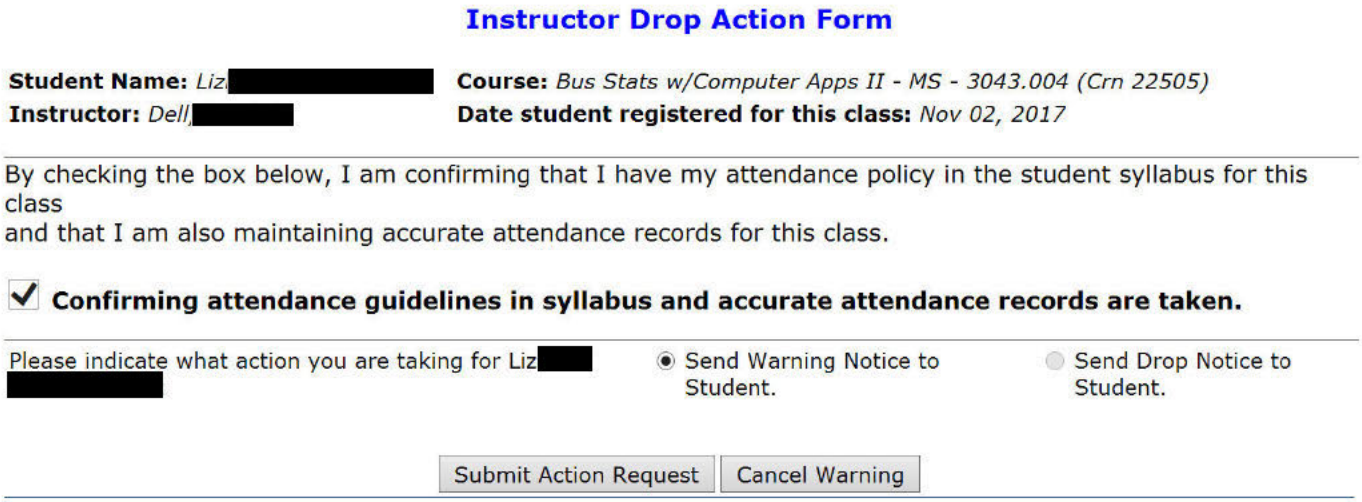
4. The list of the assigned courses will be displayed in a dropdown menu. Select the course you want to see the enrolled students for and click on the Submit button.



5. The system will display an alphabetical listing of all students enrolled in the course/term. Select a student by clicking on their name. When finished, click on the Return to Menu button.



6. The “Instructor Drop Action Form” will be displayed. This includes a checkbox affirming that the attendance policy is in the syllabus. This checkbox must be checked in order to submit a warning or a drop.



Instructor Drop Action Form

Student Name: *Liz[redacted]* **Course:** *Bus Stats w/Computer Apps II - MS - 3043.004 (Crn 22505)*
Instructor: *Dell[redacted]* **Date student registered for this class:** *Nov 02, 2017*

By checking the box below, I am confirming that I have my attendance policy in the student syllabus for this class
and that I am also maintaining accurate attendance records for this class.

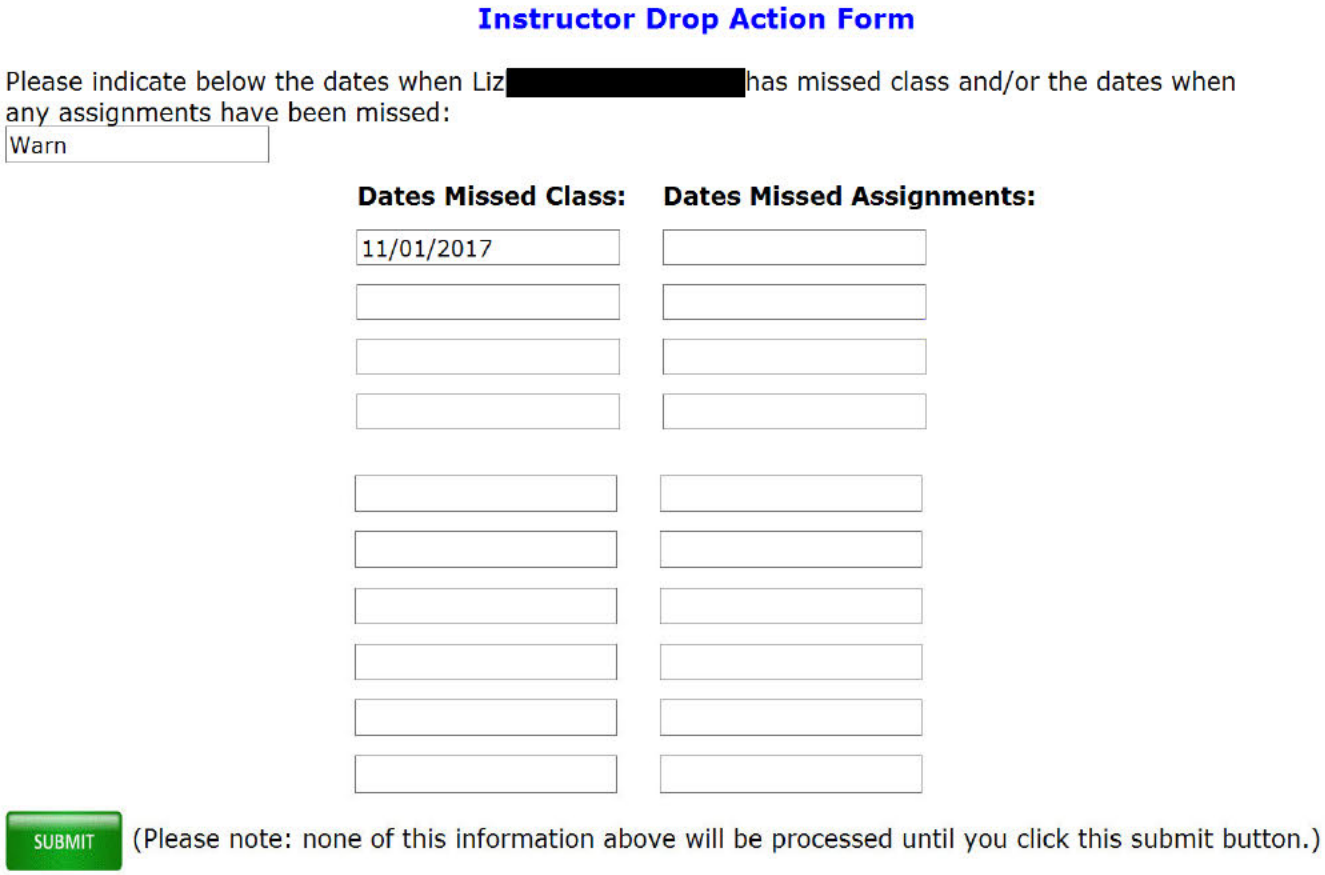
☑ **Confirming attendance guidelines in syllabus and accurate attendance records are taken.**

Please indicate what action you are taking for Liz[redacted]
◉ Send Warning Notice to Student. ○ Send Drop Notice to Student.

Submit Action Request | Cancel Warning

You must send a warning before you can drop the student from the course. Click on the checkbox and then click the Submit Action Request button to proceed.

7. A new form will be displayed for you to enter dates for missed attendance and/or assignments. You must enter at least one date for a warning. Click the Submit button when done entering dates.



Instructor Drop Action Form

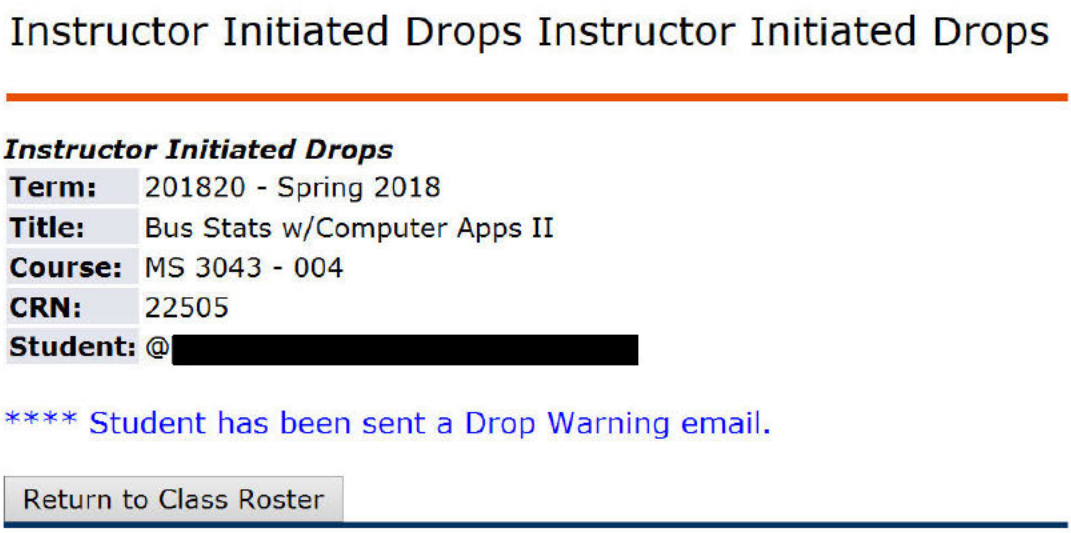
Please indicate below the dates when Liz[redacted] has missed class and/or the dates when any assignments have been missed:

Warn

Dates Missed Class:	Dates Missed Assignments:
11/01/2017	

SUBMIT (Please note: none of this information above will be processed until you click this submit button.)

8. A confirmation page will be displayed. Click Return to Class Roster.



Instructor Initiated Drops Instructor Initiated Drops

Instructor Initiated Drops

Term:	201820 - Spring 2018
Title:	Bus Stats w/Computer Apps II
Course:	MS 3043 - 004
CRN:	22505
Student:	@[redacted]

**** Student has been sent a Drop Warning email.

Return to Class Roster

9. The student will receive the warning email.

Thu 11/2/2017 10:47 AM

studentemail@utsa.edu

[redacted] has been issued a warning about a pending Instructor Initiated Drop

To Liz[redacted]

You are in jeopardy of violating the attendance policy for Bus Stats w/Computer Apps II - MS - 3043.004.
This is a warning that you will be dropped from Bus Stats w/Computer Apps II - MS - 3043.004 if you miss an additional class or fail to submit another assignment. You should contact the instructor immediately for further details. You will receive a W in the course. Please refer to the academic calendar for refund rules. If you are receiving financial aid, a course drop may have an impact.

10. The student's advisor receives a notice of the warning email.

Thu 11/2/2017 10:47 AM

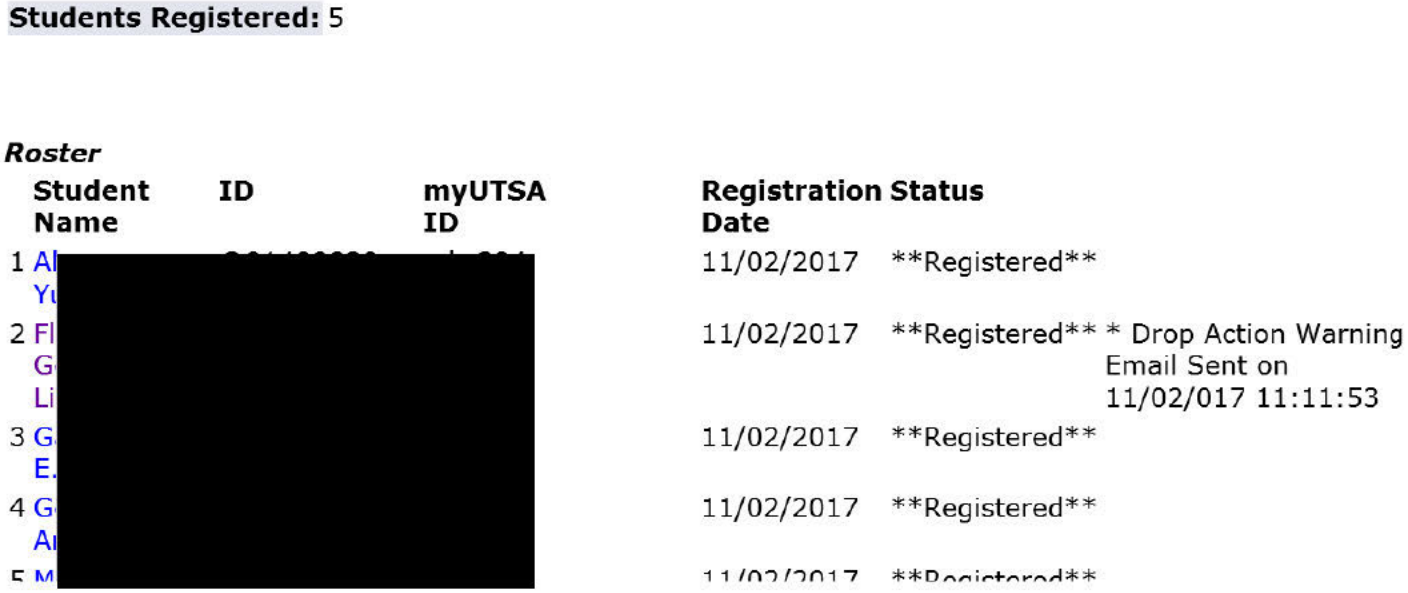
studentemail@utsa.edu

([redacted] has been warned they may get dropped from a class. (Advisor Copy)

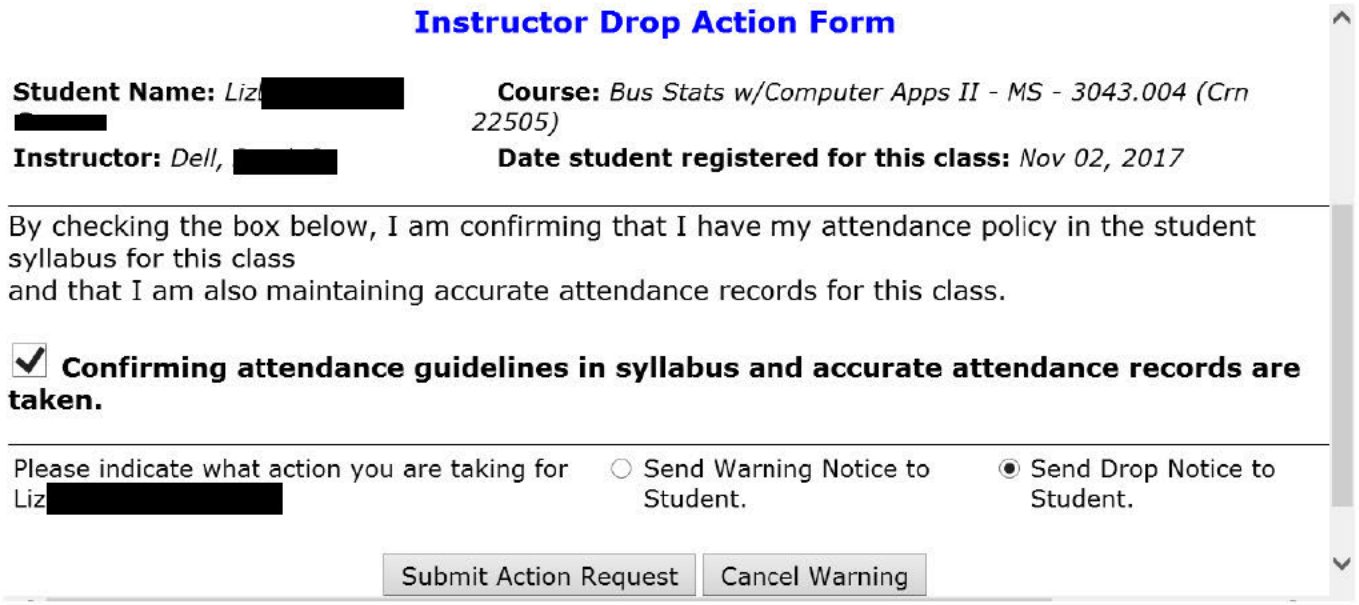
To *(Advisor's Name)*

This is to notify you that [redacted] has been sent a warning that they may be dropped from their Bus Stats w/Computer Apps II - MS - 3043.004 (Crn 22505) class by their Instructor.

11. At this point, 24 hours needs to pass before you can drop the student. The date/time the warning was sent will be displayed on the student roster page.



12. To drop the student from the course, simply repeat the same steps but select the "Send Drop Notice to Student" button and click the "Submit Action Request" button.



13. Enter the additional missed dates or assignments, and click the "Submit" button.

Instructor Drop Action Form

Please indicate below the dates when Liz [redacted] has missed class and/or the dates when
any assignments have been missed:
Drop

Dates Missed Class:	Dates Missed Assignments:
11/01/2017	11/01/2017
11/02/2017	11/02/2017

SUBMIT (Please note: none of this information above will be processed until you click this submit button.)

14. A confirmation of the drop will be displayed. Click the "Return to Class Roster" button.

Instructor Initiated Drops Instructor Initiated Drops

Instructor Initiated Drops

Term:	201820 - Spring 2018
Title:	Bus Stats w/Computer Apps II
Course:	MS 3043 - 004
CRN:	22505
Student:	@[redacted]

*** Student has been dropped from the class and emails have been sent out.

Return to Class Roster

15. The student and Advisor will receive an email notifying them of the drop.

Fri 11/3/2017 7:48 AM
studentemail@utsa.edu
[redacted] has been dropped from a class.
To Liz[redacted]

You have been dropped from Bus Stats w/Computer Apps II - MS - 3043.004 for failure to meet the attendance policy.
A W for the course will appear on your transcript. This action has negatively affected your degree plan. You should immediately contact your academic advisor to revise your degree plan.
If you dispute this drop please complete the Course Reinstatement Petition and submit within 3 business days.
If you are receiving financial aid, a course drop may have an impact.

Fri 11/3/2017 7:48 AM
studentemail@utsa.edu
[redacted] has been dropped from a class. (Advisor Copy)
To *(Advisor's Name)*

This is to notify you that [redacted] has been dropped from their Bus Stats w/Computer Apps II - MS - 3043.004 (Crn 22505) class by their Instructor.

16. At this point, the student is no longer enrolled in the course and has dropped off your student roster for the course.

Instructor Initiated Drops for Term: 201820

Course

Term:	Spring 2018
Title:	Bus Stats w/Computer Apps II
Course:	MS 3043 - 004
CRN:	22505
Students Registered:	5

Roster

	Student Name	ID	myUTSA ID	Registration Date	Status
1	Al[redacted]			11/02/2017	**Registered**
2	G[redacted]			11/02/2017	**Registered**
3	G[redacted]			11/02/2017	**Registered**
4	M[redacted]			11/02/2017	**Registered**

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