The college requires that each instructor provide clear policies for adding or dropping students from his/her sections. Here are my policies.

**Policy for adding students to a closed section:**

1. A student on the computer-generated wait list will be added to the course automatically. *(If the computer-generated wait list is closed when you try to enroll, keep checking back frequently. Students enrolled in the class may drop before the first class meeting, and thus seats may open up on the wait list. If you are not on the enrolled or on the computerized wait list by the first class meeting, attend the first class meeting anyway.)*

2. After the first class meeting, I will maintain an informal wait list starting with those students who are not enrolled and have attended the first class meeting.

3. A student attempting to add the section should complete assignments, attend class meetings, and participate in the same manner that an enrolled student is expected to participate. *(Not doing so may cause the student to be removed from the informal wait list.)*

4. Add codes for the section will be emailed by the first class meeting of the second week (or the third class meeting, if that’s later). Add codes will be assigned to students on the informal wait list according to the following guidelines, in order, until all seats are filled:
   a) Students from cancelled sections of the same course (requires department chair recommendation).
   b) Students who have attended all class meetings.
   c) Other students have attended at least one class meeting, ranked by number of dates of attendance.
   d) Students attending after first week.

5. Any students not enrolled by the end of second week of class will not be allowed to attend class.

**Policy for dropping enrolled students:**

1. A student absent from both of the first two class meetings will be dropped as a “no show.” *(This is a college-wide policy.)*

2. A student may be dropped from the section after being absent for at least 10% of the semester’s class meetings.

3. Missing a significant portion of a class meeting may be considered an absence.

4. The ultimate responsibility for dropping the section is with the student.