HUMBOLDT STATE UNIVERSITY

ITS PROJECT REQUEST

Request Date: Feb 10, 2012

REQUESTER / SPONSOR INFORMATION

Requester	Grace Dempsey	**Ext**	6195	**E-mail**	**gdempsey@humboldt.edu**
Sponsor	Scott Hagg	**Ext**	6215	**E-mail**	**skh7001@humboldt.edu**

A statement of sponsor support should accompany all project requests and must be received by the proposal deadline.

PROJECT INFORMATION

Title	Faculty Initiated Drops

Level	Campus-wide	**Type**	Customize	Application

Purpose

The problem of	Due to recent Academic Policies, faculty now have the authority to drop students from their classes if the student does not attend the first week of class or if the student does not meet the pre-requisite requirements. Currently, the faculty notify the Office of the Registrar via email to initiate these drops.
affects	Faculty, Staff, Students
the impact of which is	An inefficient process of notifying the Office of the Registrar to drop students without faculty having control. Because faculty have to contact our office, multiple inefficiencies come out of it. We receive multiple back and forth emails from faculty "changing their mind". Faculty tell us they requested the wrong student(s) to be dropped. Several times we have been given a mis-matched name and id number. Since these drops are "faculty-initiated", conversations about whether it was appropriate should occur between the instructor of the class and the student. Because our office sends out the emails and processes the drops, the misconception that the Office of the Registrar is responsible is inaccurate. Significant staff time will be saved by giving faculty control over dropping their students. We process over 100 drops each semester since faculty initiated drops for non-attendance has been implemented. Faculty-initiated drops for not meeting pre-requisites is still fairly new. As faculty become more aware of these policies, an increase in drops is expected. With each drop request, it takes an estimated average of 15 minutes for the Office of the Registrar. This would take longer if there are significant complications. If the faculty processed their own drop requests, I would estimate 15 minutes for each class roster they are addressing (each roster could contain multiple "drop" students). If the process becomes "easier", I anticipate more faculty utilizing the policy.
a successful solution would be	Faculty having the ability to drop student through Faculty Center and notify students via email.
Alternatives	Continue current process or do not comply with the Academic Policies
Alignment with Strategic Objectives	Improves efficiency university-wide and is required to sustain University operations. Facilitate graduation - The efficiency gained would open seats in closed classes faster (e.g., when the instructor identifies it is appropriate) and allow students who need the class to register or enroll students from the waitlist.
Deadline Date	Aug 6, 2012
No Hard Deadline	☒
Deadline Reason	Prefer to have this available to faculty for fall 2012
Considerations / Dependencies	CS modification request
Resources	Office of the Registrar and IT

| **Estimate (Hard Costs Only)** | **Initial** | | **On-going** | | **Budgeted** | ☐ |

Comments	Cal Poly Pomona has developed a modification to address faculty initiated drops. Their modification contains most of the pieces we require for this project. We would need to enhance Cal Poly Pomona's modification by adding the email/portal communications piece.
Affected System / Module	Campus Solutions/Faculty Center
Other	If appropriate, I request the IT resource to be Mike Bradley since he has been involved in the initial project proposal discussions.

**Email completed project request form and written indication of support from the project sponsor
to the ITS Project Office at itspo@humboldt.edu**

The Registrar's Office is submitting several project proposals. Each one is to support various members of the campus community.   Two project proposals build off the other by first upgrading our existing degree audit report and the second by enhancing it with an interactive audit. Additional proposals support faculty in their work within PeopleSoft. We have allocated the necessary resources in the office to implement these projects with the support of ITS.