



**POLICY-LINKED STANDARD OPERATING PROCEDURE (SOP)**

DOCUMENT ID: <b>SOP-190 VERSION #1</b>	TITLE: <b>COURSE AND STATUS CHANGES POLICY—REASSIGNING SEATS OF STUDENTS WHO DO NOT ATTEND CLASS</b>	SEARCH KEY:
PROCESS REVISIONS:	DATE OF PREVIOUS VERSION: N/A	REVISED: (yyyy/mm/dd)
PURPOSE:	<ul style="list-style-type: none"> <li><b>To outline the protocol for reassigning the seat of a student who misses a first class and the scheduled start of a second class without notifying the instructor.</b></li> </ul>	POST TO: Public Website <input checked="" type="checkbox"/> DC Connect <input checked="" type="checkbox"/>
LINKED POLICY	<a href="#">Douglas College Policy:</a> <ul style="list-style-type: none"> <li><b>Course and Status Changes Policy</b></li> </ul>	
SCOPE (Applies To):	<ul style="list-style-type: none"> <li><b>DC STUDENTS IN CREDIT COURSES</b></li> <li><b>DEANS/ASSOCIATE DEANS/DIRECTORS</b></li> <li><b>FACULTY MEMBERS</b></li> <li><b>REGISTRAR'S OFFICE</b></li> <li><b>VICE-PRESIDENT, ACADEMIC AND PROVOST</b></li> </ul>	
STATUS: <b>FINAL</b>	AUTHOR: <b>Standing Committee on Educational Policies</b> CONTACT INFORMATION: <b>EDUCATION COUNCIL CHAIR, 604-527-5384</b>	CREATED: <b>2020/04/14</b> (yyyy/mm/dd)
	RESPONSIBLE OWNER: <b>VICE-PRESIDENT, ACADEMIC AND PROVOST</b>	
RELEVANT FORMS:	N/A	REVISED: (yyyy/mm/dd)
POLICY APPROVAL BODY:	<b>1. EDUCATION COUNCIL</b>	DATE APPROVED: <b>2020/06/15</b> (yyyy/mm/dd)
QUALITY ASSURANCE FORMAT APPROVAL: <input checked="" type="checkbox"/> <b>ADMINISTRATORS' COMMUNITY OF PRACTICE (ACP) SOP SUBCOMMITTEE</b> <input checked="" type="checkbox"/> <b>THOR BORGFORD, VICE-PRESIDENT, ACADEMIC AND PROVOST</b>		DATE APPROVED: <b>2020/04/30</b> (yyyy/mm/dd)
OTHER RELEVANT POLICIES:	See list of relevant policies at the end of the <i>Douglas College Course and Status Changes Policy</i>	
RELEVANT ACRONYMS & DEFINITIONS:	<b>UN:</b> Unofficial Withdrawal	

## STEPS:

1. If a **registered student** does not attend the first class of a course and does not notify the **faculty member** of intended absence prior to the scheduled start time of the second class (by e-mail, in person, or by telephone, excluding voicemail) that **student's** seat may be reassigned.
2. The **student** who is to occupy the reassigned seat will be added to the class list by the usual procedure, appearing to exceed the maximum number of **students** in the course, where necessary.
3. The **faculty member** will proceed with course activities as if the **student** whose seat has been reassigned no longer appears on the class list.
4. The **faculty member** will notify the **student** by e-mail that the **student** must withdraw from the course by the official withdrawal procedure and that failure to do so by the end of the second week of classes (Sunday) will result in a UN grade for the course on the **student's** transcript.
5. The **faculty member** will refer the student to the *Douglas College Course and Status Changes Policy* and/or the **Responsible Administrator**, as appropriate.
6. The **faculty member** will assign a UN grade to the **student** if the **student** has not officially withdrawn from the course by the end of the second week of classes (Sunday).