



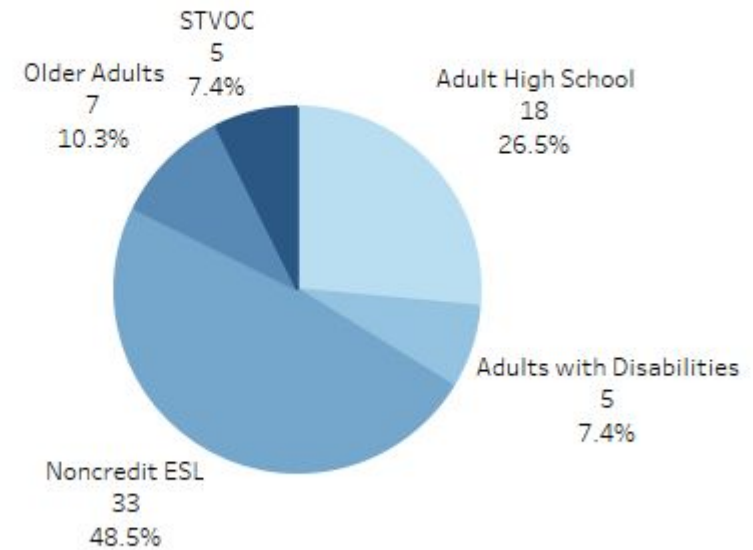
# ADULT HIGH SCHOOL FACULTY COURSE DROP PROCEDURES SURVEY DECEMBER 2019

January 8, 2020

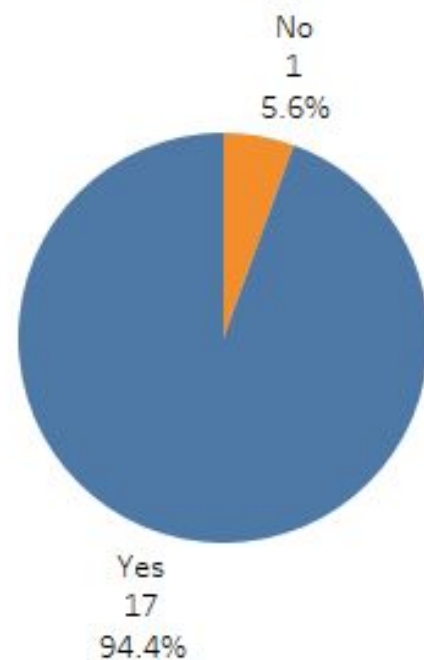
# Methodology

- A survey to full-time and associate noncredit faculty on Course Drop Procedures in their classes was conducted between December 3<sup>rd</sup>, 2019 and December 12, 2019.
- 109 faculty were invited to participate, and n=70 responded (64%)
- N=18 (26.5%) of the respondents indicated that they primarily teach in the **ADULT HIGH SCHOOL PROGRAM.**

Program

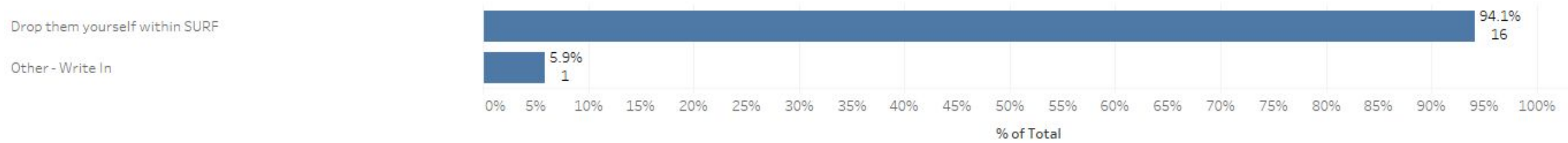


Do you typically drop students  
who stop attending class  
sometime during the term?



AHS Faculty N=18 responses were received.

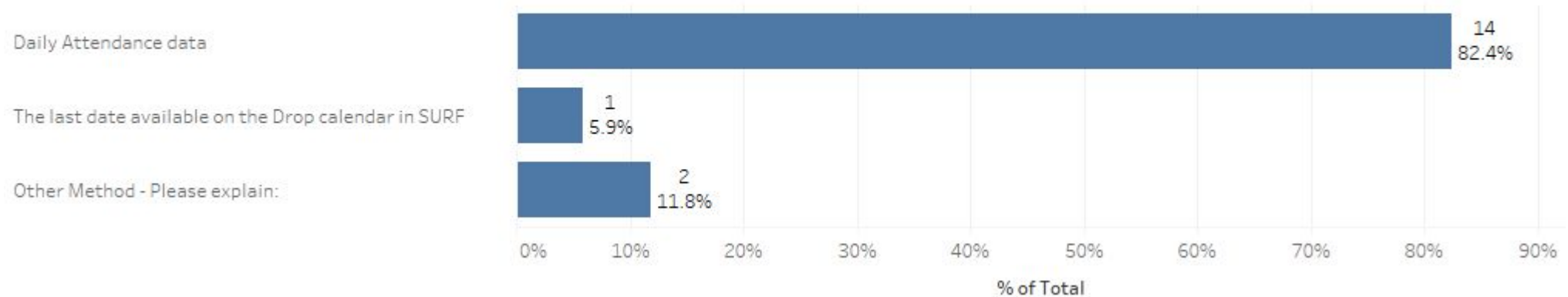
When you drop students from your roster, which method do you PRIMARILY use to do this?



AHS Faculty N=18 responses were received.



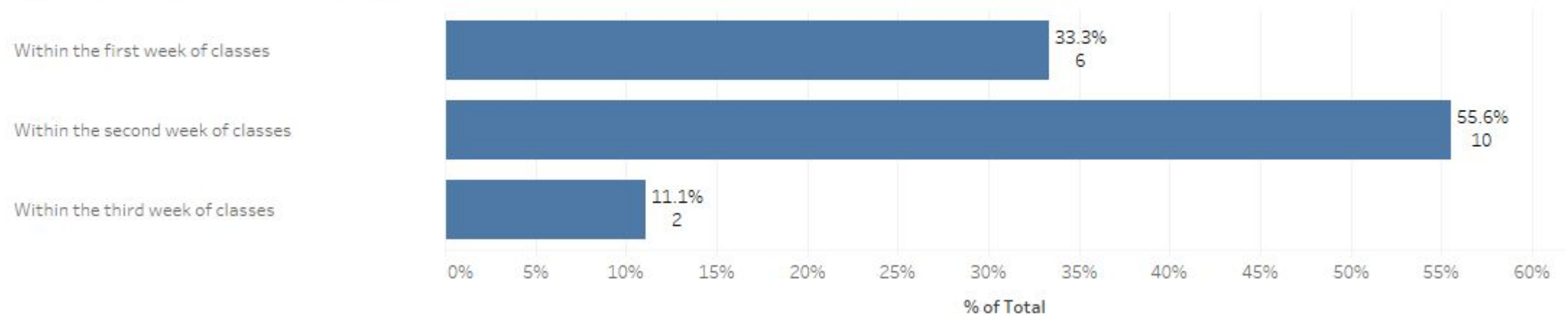
If you initiate a course drop request on behalf of students who have stopped attending sometime during the term/session, which method do you use to determine their last attendance date?



AHS Faculty N=18 responses were received.



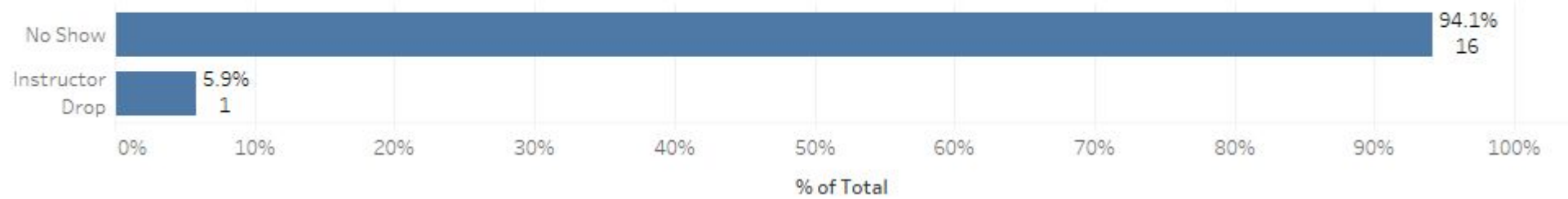
If a student on your class roster is a true "No Show" (never attended class), at what point in the term do you typically initiate a drop request?



AHS Faculty N=18 responses were received.



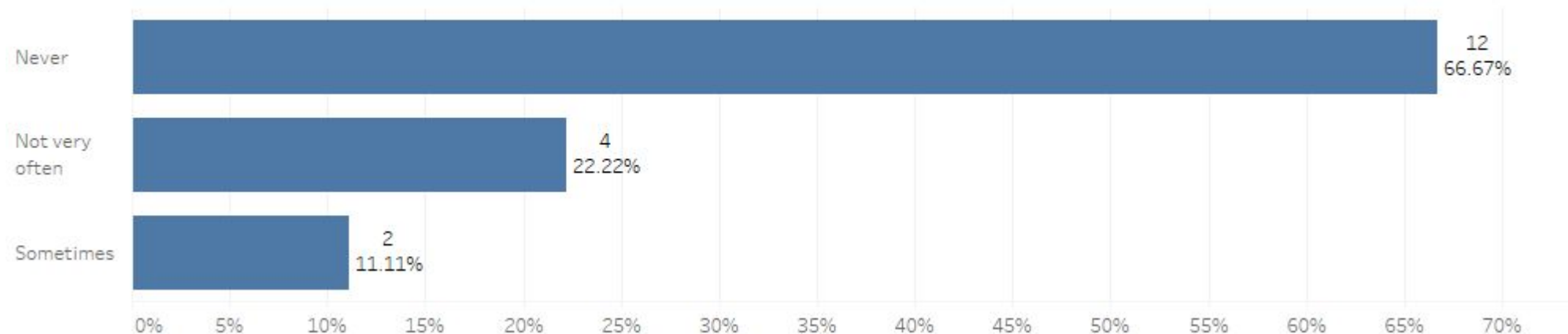
If you drop a "NO SHOW" student from your roster using SURF, which instructor code do you use?



AHS Faculty N=18 responses were received.



How often have you walked a student through the course drop procedure using SURF, i.e., demonstrate login to SURF, then how to drop a class?



AHS Faculty N=18 responses were received.

