

Policy Revision

Policy Title	Change of Schedule (Add/Drop) – previously Undergraduate Change of Schedule (Drop/Add); Graduate Change of Schedule (Drop/Add); Class Attendance, Participation, and Administrative Drop		
Policy URL	https://catalog.arizona.edu/policy/undergraduate-change-schedule-dropadd , https://catalog.arizona.edu/policy/graduate-change-schedule-drop-add , https://catalog.arizona.edu/policy/class-attendance-participation-and-administrative-drop		
Rationale for Update	<ul style="list-style-type: none"> • Comparison of Graduate and Undergraduate Change of Schedule policies show very similar policy structure and content; recommending the two policies be consolidated, with call-outs to describe the few differences between careers. • UGC Policies Subcommittee recommended the Administrative Drop policy be separated from the Class Attendance & Participation policy. Proposing Administrative Drop be incorporated into Change of Schedule policy as it is a type of change of schedule. • Aligning dates and process for adding/changing courses. Although Graduate-level policy currently shows a Change of Schedule form with instructor signature required as of the first day of classes, in practice all students can add/change classes through self-service during the first week of classes. • Adding specific deadline information for 7.5-week sessions as they are widely used across the institution. Other accelerated sessions are less common and will still simply link to the Office of the Registrar Dates and Deadlines page for term-specific information. • The Advising community has requested to remove the 18 unit W cap for undergraduates, update the retroactive withdrawal process, and remove developmental courses from W cap (if the cap isn't removed completely). These elements are undergoing benchmarking and will be considered separately from this proposal. 		
Contact Person for Questions	Abbie Sorg – Assistant Registrar, Academic Catalog & Policy		
Responsible Unit	Office of the Registrar	URL	https://registrar.arizona.edu/
Career Applicability	<input checked="" type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Graduate <input checked="" type="checkbox"/> Law <input checked="" type="checkbox"/> Medicine <input checked="" type="checkbox"/> Pharmacy <input checked="" type="checkbox"/> Veterinary Medicine		
Approvals Granted <i>(for council use only)</i>	UGC Policies Subcommittee	Scheduled: 1/25/2022	Status: Approved 2/22/2022
	Undergraduate Council	Scheduled: 3/15/2022	Status: Approved 3/15/2022
	Graduate Council	Scheduled: 3/18/2022	Status: Approved 3/18/2022
	Undergraduate CAAC	Scheduled: 3/29/2022	Status: Approved 3/29/2022
	Graduate CAAC	Scheduled: 3/8/2022	Status: Approved with revisions 3/8/2022
	Faculty Senate Executive Committee	Scheduled: 3/21/2022	Status: Approved 3/21/2022
	Faculty Senate	Scheduled: 4/4/2022	Status:

Policy Revision Side by Side

Existing Policy	Proposed Edit
<p>Undergraduate Change of Schedule (Drop/Add)</p> <p>Students may drop and/or add courses by following instructions and adhering to deadlines set by the Registrar each semester or term. Change of Schedule (drop/add)(link is external) forms are available in departments and can also be printed in pdf format on the Office of the Registrar's Web site. To see when a Change of Schedule form is required, see Dates and Deadlines(link is external).</p> <p>During the first week of classes in a semester (or proportional period in a shorter term), UAccess is available for registration or adding/changing classes. After the first week of a semester (or proportional period in a shorter term), a Change of Schedule (drop/add)(link is external) form with the instructor's signature is required to add or change classes. Registration from zero units after the first week of a semester (or proportional period in a shorter term) requires the instructor's and college dean's permission on a Change of Schedule form.</p> <p>Fall & Spring Semesters (16-week courses):</p> <p>Course withdrawals before the first deadline, at the end of the second week of classes (the tenth day of regularly scheduled classes), result in cancellation of registration in the course. The course enrollment is deleted from the student's permanent record.</p> <p>For course withdrawals filed between the first and second withdrawal deadlines—at the end of the tenth week of classes—a grade of W is awarded, regardless of whether the student is passing at the time of withdrawal. No approval is needed. Students use UAccess Student Self-Service to withdraw from a course. The W will appear on the student's permanent record, but it does not affect the student's grade-point-average (GPA).</p> <p>The second withdrawal deadline is normally the student's last opportunity to drop a course, except for an extraordinary reason approved by the course instructor and student's college dean via a Late Change Petition. With the college dean's approval, undergraduates may drop a course from the eleventh through the thirteenth week of regularly scheduled classes. Any approved</p>	<p>The Change of Schedule (drop/add)(link is external) (url is updated) process and instructions are accessible on the Office of the Registrar website. Change of Schedule deadlines are set by the Registrar and published at <u>Dates and Deadlines(link is external)</u>.</p> <p>Adding and Changing Courses</p> <p>During the first week of classes in a semester (or proportional period in other sessions), students may use UAccess Student Self-Service to add or change courses. After that point, the instructor's signature is required in the Change of Schedule (drop/add)(link is external) (url is updated) process to add or change courses.</p> <p>Dropping Courses (Drop, Withdrawal, and Administrative Drop)</p> <p>Student-Initiated Drop and Withdrawal: Any student who intends to drop or withdraw from a course must follow the deadlines and processes listed below. Students who remain enrolled in a course throughout the term but fail to attend and/or complete assignments may receive a failing grade for the course.</p> <p>Students are encouraged to consult with their academic advisor or faculty advisor prior to withdrawing from courses. Withdrawal from courses might adversely affect students' financial aid and visa status as well as their eligibility for fellowships, awards, scholarships, and graduate assistantships.</p> <p>(this section relocated from previous "Class Attendance, Participation, and Administrative Drop" policy): <u>Administrative Drop and Withdrawal (instructor-initiated):</u> Administrative drop is an instructor's option, not an obligation. Instructors are not required to drop students who fail to attend class. Since students may add courses beyond the official start date, instructors should be attentive to student enrollment dates when assessing adequate participation for the purposes of administrative drop. Students may be administratively dropped in the following circumstances:</p>

Existing Policy	Proposed Edit
<p>Late Change Petitions must be submitted to the Registrar prior to the final examination period.</p> <p>Summer & Winter Session courses, and courses with non-standard start and end dates:</p> <p>The Registrar determines the first and second withdrawal deadlines for shorter terms and for courses with non-standard start and end dates. Those deadlines are based on the length of the session (or the course); see then <u>Dates & Deadlines</u> (link is external)</p> <p>Courses dropped before the first deadline result in cancellation of registration; the student's enrollment in the course is deleted from the permanent record. Courses dropped between the first and second withdrawal deadlines result in a grade of W, regardless of whether the student is passing at the time of withdrawal. No approval is needed to withdraw before the second deadline. Students use UAccess Student Self Service to withdraw from a course. The W grade will appear the student's permanent record, but it does not affect the student's GPA. Specific withdrawal deadlines for shorter or non-standard terms are published in the <u>Dates & Deadlines</u> (link is external).</p> <p>The two drop deadlines for courses with extended terms (i.e., those extending 5 or more months) are proportional with those set for the Fall or Spring Semester.</p> <p>The second deadline to drop a course is normally the student's last opportunity to withdraw, except for an extraordinary reason approved by the course instructor and student's college dean via a Late Change Petition. With the college dean's approval, undergraduates may drop a course with shorter or non-standard start and end dates prior to the final examination period.</p> <p>For professional students in the colleges of Law and Medicine, course withdrawals are governed by regulations established by the respective college faculties.</p> <p>Unit Maximum on Course Withdrawals:</p> <p>The number of undergraduate course withdrawals (drops) cannot exceed 18 units during the student's undergraduate career; the 18-unit limit will be reset</p>	<ul style="list-style-type: none"> Excessive or extended absence from in-person or synchronous online class sessions Noncompliance with student participation policies listed in the syllabus (the duration or extent of noncompliance that warrants administrative drop will be indicated in the syllabus) Missing the first class session or required interaction for classes that are accelerated or that have limited enrollment <p>Drop/Withdrawal Procedure and Transcript Effects</p> <p>Students can use UAccess Student Self-Service to drop or withdraw from a course. Instructors may administratively drop or withdraw students from courses through their department.</p> <ul style="list-style-type: none"> Courses dropped <u>prior to the drop deadline</u> will not appear on the student's transcript, and no grade will be recorded. Courses withdrawn from <u>after the drop deadline</u> will remain on the student's transcript, with a grade of W (or XO for auditing students) recorded, regardless of whether the student was passing at the time of withdrawal. The W (or XO) grade does not affect the student's grade point average (GPA). <p>Late Withdrawals</p> <p>Students may only withdraw from courses <u>after the withdrawal deadline</u> under extraordinary circumstances. Administrative drops are not processed after the withdrawal deadline.</p> <p>A <u>Late Change Petition</u> must be submitted with approval from the course instructor and appropriate dean (college dean for undergraduate courses; Graduate College dean for graduate courses) to withdraw from a course after the withdrawal deadline. Approved Late Change Petitions must be submitted to the Registrar prior to the final examination period.</p>

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<p>once a student completes a bachelor's degree at the University and begins a Second Bachelor's Degree (does not apply to concurrent degrees). The 18-unit maximum applies to all classes dropped with a W grade. The W grade is awarded for all withdrawals between the first and final withdrawal deadlines from the third week through the thirteenth week of a regular semester (including those awarded for administrative drops or for approved Late Change Petitions).</p>	<p>For students in select professional programs in the colleges of Law, Medicine, and Veterinary Medicine, class withdrawals are governed by regulations established by the respective college faculties.</p> <p>Unit Maximum on Course Withdrawals:</p> <ul style="list-style-type: none"> Undergraduate: The number of course withdrawals (drops) cannot exceed 18 units during the student's undergraduate career; the 18-unit limit will be reset once a student completes a bachelor's degree at the University and begins a Second Bachelor's Degree (does not apply to concurrent degrees). The 18-unit maximum applies to all courses dropped with a W grade. Graduate: There is no unit maximum on the number of course withdrawals for graduate and professional students. <p>Drop/Withdrawal Deadlines</p> <p>The date a drop/withdrawal is processed in the student information system determines how the drop affects the student's academic record. See Dates and Deadlines(link is external) for specific dates.</p> <table border="1" data-bbox="1066 914 1984 1448"> <thead> <tr> <th colspan="2"></th> <th>Undergraduate</th> <th>Graduate</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Drop Deadline</td> <td>16-week sessions</td> <td>10th day of session*</td> <td>20th day of session*</td> </tr> <tr> <td>7.5-week sessions</td> <td>5th day of session*</td> <td>10th day of session*</td> </tr> <tr> <td>Summer, Winter, and all remaining sessions</td> <td colspan="2">Deadline is determined proportionally based on class or session length. See Dates and Deadlines(link is external).*</td> </tr> </tbody> </table>					Undergraduate	Graduate	Drop Deadline	16-week sessions	10 th day of session*	20 th day of session*	7.5-week sessions	5 th day of session*	10 th day of session*	Summer, Winter, and all remaining sessions	Deadline is determined proportionally based on class or session length. See Dates and Deadlines(link is external). *	
		Undergraduate	Graduate														
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	Summer, Winter, and all remaining sessions	Deadline is determined proportionally based on class or session length. See Dates and Deadlines(link is external). *															

Existing Policy	Proposed Edit			
	Withdrawal Deadline	Fall/Spring 16-week semesters	End of the 10 th week** of session*	End of the 10 th week** of session*
		7.5-week sessions	End of the 5th week** of session*	End of the 5th week** of session*
		Summer, Winter, and all remaining sessions	Deadline is determined proportionally based on class or session length. See Dates and Deadlines(link is external).*	
	Late Change Petition Deadline	Fall/Spring 16-week semesters	End of 13th week** of session*	Last day of session, prior to final exam period*
		7.5-week sessions	End of the 6th week** of session*	End of the 6th week** of session*
		Summer, Winter, and all remaining sessions	Deadline is determined proportionally based on class or session length. See Dates and Deadlines(link is external).*	
* All deadlines are determined by the Office of the Registrar. See Dates and Deadlines(link is external) for specific dates.				
** As sessions do not always begin on the same day of the week, weeks are counted as 7-day periods starting with the first day of the session for the purpose of setting deadlines.				

Graduate Change of Schedule (Drop/ Add)

Students may drop and/or add courses by following instructions and adhering to deadlines set by the Registrar each semester. **Change of Schedule (drop/add)(link is external)** forms are available in departments and can also be printed in .pdf format on the Office of the Registrar's Web site. To see when a Change of Schedule form is required, see **Graduate Dates and Deadlines(link is external)**.

As of the first day of classes and through the last day of registration for credit, as stated in the **Academic Calendar** a student may not add a course with a Change of Schedule form without the permission and the signature of the course instructor.

Fall & Spring Semesters (16-week courses):

Graduate course withdrawals before the **first deadline**, at the end of the fourth week of classes (the twentieth day of regularly scheduled classes), result in cancellation of registration in the course. The course enrollment is deleted from the student's permanent record.

For **graduate** course withdrawals filed between the first and **second withdrawal deadlines**—at the end of the tenth week of classes—a grade of W is awarded, regardless of whether the student is passing at the time of withdrawal. No approval is needed. The W will **be displayed** on the student's permanent record, but it does not affect the student's grade-point-average (GPA).

The **second withdrawal deadline** is normally the student's last opportunity to drop a course, except for an extraordinary reason **approved by the** course instructor and Graduate College Dean on a Change of Schedule Form. **With the Graduate College Dean's approval, graduate courses may be dropped** from the eleventh week through the final day of regularly scheduled classes. Any approved Change of Schedule Forms must be submitted to the Registrar prior to the final examination period.

~~Summer & Winter Session courses, and courses with non-standard start and end dates:~~

~~The Registrar determines the first and second withdrawal deadlines for shorter terms and for graduate courses with non-standard start and end~~

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<p>dates. Those deadlines are based on the length of the session (or the course); see the Graduate Dates & Deadlines(link is external).</p> <p>Graduate courses dropped before the first deadline result in cancellation of registration; the student's enrollment in the course is deleted from the permanent record. Courses dropped between the first and second withdrawal deadlines result in a grade of W, regardless of whether the student is passing at the time of withdrawal. No approval is needed to withdraw before the second deadline. The W grade will be displayed on the student's permanent record, but it does not affect the student's GPA. Specific withdrawal deadlines for shorter or non-standard terms are published in the Graduate Dates & Deadlines(link is external).</p> <p>The two drop deadlines for graduate courses with extended terms (i.e., those extending 5 or more months) are proportional with those set for the Fall or Spring Semester.</p> <p>The second deadline to drop a graduate course is normally the student's last opportunity to withdraw, except for an extraordinary reason approved by the course instructor and Graduate College Dean via a Change of Schedule Form. With the Graduate College Dean's approval, graduate students may drop a course with shorter or non-standard start and end dates—prior to the final examination period.</p> <p>Note: No fee is charged to graduate and professional students for dropping or withdrawing from classes. There is no unit maximum on the number of course withdrawals for graduate and professional students. However, students should be aware that withdrawal from courses might adversely affect their financial aid and visa status as well as their eligibility for fellowships, awards, scholarships, and graduate assistantships.</p> <p>For professional students in the colleges of Law and Medicine, course withdrawals are governed by regulations established by the respective college faculties.</p>	

Class Attendance, Participation, and Administrative Drop

Students are expected to be regular and punctual in class attendance and to fully participate in the course. The University believes that students themselves are primarily responsible for attendance and class participation. Since students may be permitted to add classes beyond the official start date, instructors should be attentive to student enrollment dates when assessing adequate participation for the purposes of administrative drop.

In Person Courses

Instructors will provide students with written statements of their policies with respect to absences and class participation. Excessive or extended absence from class is sufficient reason for the instructor to administratively drop the student from the course. For accelerated courses and for those courses in which enrollment is limited, missing the first class session may be interpreted as excessive absence. The date the administrative drop is posted on the class roster in UAccess Instructor Center determines how the drop affects the student's academic record. If the administrative drop is completed by the first drop deadline, it will result in cancellation of registration in the course. The first and second drop deadlines are defined below.

Fully Online Course Delivery

Instructors will provide students with written statements of their policies with respect to what constitutes student participation and how participation will be evaluated in courses delivered fully or primarily online. The instructor will determine whether the duration or extent of non-compliance with the written policy is sufficient justification for administratively dropping the student from the course. For accelerated courses or for courses with limited enrollment, missing the first required interaction may be interpreted as a failure to adequately participate. The date the administrative drop is posted on the class roster in the UAccess Instructor Center will determine how it affects the student's academic record. If the administrative drop is completed by the first drop deadline, it will result in cancellation of registration in the course. The first and second drop deadlines are defined below.

Hybrid Courses

Existing Policy

Proposed Edit

Instructors of hybrid courses will determine whether to apply the attendance policies for In-Person or for Fully Online Delivery. This will be clarified in the instructor's written policy statement.

Undergraduate Drop Deadlines apply to all undergraduate courses, regardless of delivery mode:

- **First Drop Deadline:** Prior to the end of the 2nd week of classes in Fall/Spring (see [Dates & Deadlines\(link is external\)](#) for a shorter term), the course will be deleted from the student's permanent record.
- **Second Drop Deadline:** An administrative drop in weeks three through ten of Fall/Spring (see [Dates & Deadlines\(link is external\)](#) for a shorter term) will result in the **grade** of W, regardless of whether the student is passing at the time.
- **Courses taken for Audit:** The grade of XO is awarded for students who are administratively dropped for courses taken for **audit** after the first drop deadline.
- **After the Second Drop Deadline**—the end of the 10th week of classes in Fall/Spring (see [Dates & Deadlines\(link is external\)](#) for a shorter term)—administrative drops will not be processed.

Graduate Drop Deadlines apply to all graduate/professional courses, regardless of delivery mode:

- **First Drop Deadline:** Prior to the end of the 4th week of classes in Fall/Spring (see [Dates & Deadlines\(link is external\)](#) for a shorter term), the course will be deleted from the student's permanent record.
- **Second Drop Deadline:** An administrative drop in weeks five through ten of Fall/Spring (see [Dates & Deadlines\(link is external\)](#) for a shorter term) will result in the **grade** of W, regardless of whether the student is passing at the time.
- **Courses taken for Audit:** The grade of XO is awarded for students who are administratively dropped for courses taken for **audit** after the first drop deadline.

Existing Policy	Proposed Edit
<ul style="list-style-type: none">• After the Second Drop Deadline the end of the 10th week of classes in Fall/Spring (see Dates & Deadlines(link is external) for a shorter term)—administrative drops will not be processed. <p>PLEASE NOTE:</p> <p>Administrative drop is an instructor's option, not an obligation. Instructors are not required to drop students who fail to attend class. Any student who intends to drop or withdraw from a course must do so following drop and withdrawal instructions. Students who remain enrolled in a course throughout the term but fail to attend class may receive an E grade for the course.</p>	