

Proposed Policy Revision

Policy Title	Class Attendance and Participation, and Administrative Drop		
Policy Link	https://catalog.arizona.edu/policy/class-attendance-participation-and-administrative-drop		
Rationale for Update	<p>Updates to classroom attendance policies and procedures introduced during the COVID-19 pandemic should be made permanent in alignment with good public health approaches. Direction on how health-related absences should be handled will ensure a more consistent experience for students regardless of instructor or department, and will encourage a healthier campus by encouraging unwell students to stay home without fear of penalty. These updates will be beneficial to the institution and its students regardless of pandemic status.</p> <p>Removing Administrative Drop language at the recommendation of Undergraduate Council Curriculum & Policies subcommittee- Administrative Drop will be incorporated into a proposed update to the Change of Schedule policy, where it is more applicable. Policy title should be updated to “Class Attendance and Participation” to align with removal of Administrative Drop information.</p>		
Effective Term and Implementation Considerations	<p>Spring 2022; these updates are already in practice for the Fall 2021 semester as announced by Provost Liesl Folks in July 2021 (https://provost.arizona.edu/news/2021/07/updates-class-absence-practice-and-recommended-syllabus-language-July2021). Instructors should continue to follow this practice in future semesters.</p>		
Contact Person for Questions	Alex Underwood, University Registrar Chrissy Lieberman, Associate Dean of Students		
Approvals Granted <i>(for council use only)</i>	Graduate Council	Scheduled: 1/21/2022	Status: Approved with amendments 1/21/2022
	G-CAAC	Scheduled: 1/11/2022, 2/8/2022, 3/8/2022	Status: Approved 3/8/2022
	UGC Policies Subcommittee	Scheduled: 10/26/2021, 11/23/2021	Status: Approved with amendments 11/23/2021
	Undergraduate Council	Scheduled: 12/7/2021	Status: Approved 12/7/2021
	U-CAAC	Scheduled: 1/25/2022	Status: Approved with amendments 1/25/2022
	Faculty Senate	Scheduled: 4/4/2022	Status:

Policy Revision Side by Side

Additions in **Green** – Deletions in **Yellow**

Existing Policy	Proposed Edit
<p>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.</p> <p>In-Person Courses</p> <p>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.</p> <p>Fully Online Course Delivery</p> <p>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.</p> <p>Hybrid Courses</p>	<p>Class Attendance and Participation</p> <p>Students are expected to be regular and punctual in class attendance and to fully participate in the course. 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.</p> <p>Instructors will provide students with written statements of their policies with respect to absences for all courses; instructors will provide students with statements of how participation will be evaluated for all courses.</p> <p>Extended Absences</p> <p>Students who need to miss more than 1 week of classes (or the equivalent for accelerated courses) should provide documentation to the Dean of Students office (DOS-deanofstudents@email.arizona.edu). Documentation should be submitted prior to a planned absence. Documentation may be submitted during or after an unplanned absence. Examples of appropriate documentation include:</p> <ul style="list-style-type: none"> • doctor's note • jury service verification • letter from the Office of Institutional Equity • other documents that demonstrate extenuating circumstances <p>If the student is unable to offer documentation or communicate due to the nature of the situation, the Dean of Students office should be contacted to better assess what supports are needed for the student. The Dean of Students Office will communicate the receipt of the documentation (with expected end date) to the relevant faculty.</p> <p>Students who adhere to this process should not be penalized per the attendance policy for the course. Instructors should work with students to provide means to participate in or view lectures, turn in assignments, and complete exams remotely if possible. Students remain responsible for staying abreast of the coursework and for completion of all assignments or</p>

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<p>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.</p> <p>Undergraduate Drop Deadlines apply to all undergraduate courses, regardless of delivery mode:</p> <ul style="list-style-type: none"> • 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 <u>grade</u> 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 <u>audit</u> 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. <p>Graduate Drop Deadlines apply to all graduate/professional courses, regardless of delivery mode:</p> <ul style="list-style-type: none"> • 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 <u>grade</u> 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 <u>audit</u> after the first drop deadline. 	<p>examinations. Non-attendance for any reason does not guarantee an automatic extension of due dates or rescheduling of examinations, laboratory, or practicum work.</p>

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<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>	