

Amendments to the Class Attendance and Administrative Drop Policy

Approved by the Faculty Senate, 1/26/15

Approved Amendments to “Class Attendance, **Participation**, and Administrative Drop Policy”
(changes in bold red font will appear in the 2015-16 General Catalog):

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 recommend that the student be administratively dropped 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 the UAccess Instructor Center determines how it affects the student's academic record. If this action is filed with the Office of the Registrar 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 requesting an administrative drop 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 this action is filed with the Office of the Registrar 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. 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](#) 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](#) for shorter terms) 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](#) 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 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 for shorter terms) 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 for a shorter term)—administrative drops will not be processed.**

Rationale for the Amendments:

- The current policy was intended for in-person courses and does not address fully-online or hybrid courses.
- Online instructors and students do not know how to interpret the current policy, and as a result, there is inconsistent application by online and hybrid users.
- The title change reflects the addition of class participation to the policy.
- As more courses are delivered online, the need to adapt course policies for online delivery has intensified. The format used here will serve as a guide for other course policy modifications.

Effective Term:

Summer/Fall 2015 for all enrolled undergraduate and graduate students