

MEMORANDUM

DATE: 06/10/2022
TO: UA Academic Advisors, Student Support Personnel, and Students
FROM: Abbie Sorg, Assistant Registrar, Academic Catalog & Policy
RE: **Amendments to Class Attendance & Participation and Change of Schedule (Add/Drop) Policies**

In Fall 2021, the Office of the Registrar proposed to update the Class Attendance, Participation and Administrative Drop policy and to combine the Undergraduate and Graduate Change of Schedule (Add/Drop) policy.

The updated Class Attendance and Participation policy codifies the modified classroom attendance policies originally introduced during the COVID-19 pandemic. The information on administrative drop has been removed from this policy and incorporated in the Change of Schedule (Add/Drop) policy at the recommendation of the Undergraduate Council.

The consolidated Change of Schedule policy will remove redundant information between undergraduate and graduate students and absorb policy on Administrative Drop formerly in the Class Attendance and Participation policy.

The updated policies were approved by the Undergraduate Council, Graduate Council, Undergraduate College Academic Administrators Council, Graduate College Academic Administrators Council, and Faculty Senate during the Spring 2022 semester. The updated policies can be found at <https://catalog.arizona.edu/policy/courses-credit/courses/class-attendance-participation> and <https://catalog.arizona.edu/policy/registration-tuition-fees/registration-enrollment/change-schedule>

The updated policies are effective immediately.

Updates to the Class Attendance and Participation policy ([full policy](#) can be found in the General Catalog):

- Administrative Drop policy language has been removed, to be included in the Change of Schedule (Add/Drop) policy.
- Permanent implementation of classroom attendance policies and procedures for extended absences, originally introduced during the COVID-19 pandemic.

Updates to the Change of Schedule (Add/Drop) policy ([full policy](#) can be found in the General Catalog):

- Undergraduate and graduate policies are combined; career-level deadlines for dropping and withdrawing from courses are specified.
- Administrative Drop policy incorporated with student-initiated drop information.
- Deadline information for 7.5-week sessions added.

Justification/Rationale

- **Class Attendance and Participation**
 - The Administrative Drop policy has been removed from the Class & Attendance policy as it is better aligned with the Change of Schedule policy.
 - Classroom attendance policies and procedures introduced during COVID-19 align with good public health approaches and promote a healthier campus by encouraging students to stay home when appropriate without fear of penalty. Information on how to handle health-related absences will ensure a more consistent experience for students.
- **Change of Schedule**
 - Graduate and Undergraduate Change of Schedule policies have similar policy structure and content. Consolidating the two and including call-outs where policy differs between careers offers more straightforward policy to students.
 - Administrative Drop is a type of Change of Schedule; it is better suited and easier to locate when combined with Change of Schedule policy.
 - 7.5-week sessions are widely used across the institution; including these deadlines in the policy will better serve students enrolled in these sessions.

Questions about the updates to the Class Attendance and Participation policy and the Change of Schedule (Add/Drop) policy should be addressed to the Office of the Registrar at catalog@arizona.edu.