**Policy Revision**

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| **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** | * 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.
* 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.
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| **Contact Person for Questions** | Abbie Sorg – Assistant Registrar, Academic Catalog & Policy |
| **Responsible Unit** | Office of the Registrar | **URL** | <https://registrar.arizona.edu/>  |
| **Career Applicability** | [x]  Undergraduate [x]  Graduate [ ]  Law [ ]  Medicine [ ]  Pharmacy [ ]  Veterinary Medicine |
| **Approvals Granted** *(for council use only)* | UGC Policies Subcommittee | Scheduled: 1/25/2022 | Status: Scheduled |
| Undergraduate Council | Scheduled: | Status: |
| Graduate Council | Scheduled: | Status: |
| Undergraduate CAAC | Scheduled:  | Status: |
| Graduate CAAC | Scheduled:  | Status:  |
| Faculty Senate Executive Committee | Scheduled:  | Status: |
| Faculty Senate | Scheduled: | Status: |

**Policy Revision Side by Side**

Additions in Green – Deletions in ~~Yellow~~

| Existing Policy | Proposed Edit |
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| Undergraduate 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 ~~or term~~. [**Change of Schedule (drop/add)(link is external)**](https://www.registrar.arizona.edu/courses/using-change-schedule-dropadd-form) 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)**](https://www.registrar.arizona.edu/courses/dates-deadlines).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)**](https://www.registrar.arizona.edu/courses/using-change-schedule-dropadd-form) 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.Fall & Spring Semesters (16-week courses):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.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).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 Late Change Petitions 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 courses with non-standard start-and-end dates. Those deadlines are based on the length of the session (or the course); see then~~[**~~Dates & Deadlines.(link is external)~~**](http://www.registrar.arizona.edu/courses/dates-deadlines)~~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~~[**~~Dates & Deadlines(link is external)~~**](http://www.registrar.arizona.edu/courses/dates-deadlines)~~.~~~~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.~~~~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.~~**For professional students in the colleges of Law and Medicine**, course withdrawals are governed by regulations established by the respective college faculties.Unit ~~Maximum~~ on Course Withdrawals:The number of ~~undergraduate~~ 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. ~~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).~~ | 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)**](https://registrar.arizona.edu/records-enrollment/enrollment/change-schedule)**(link is external)** (url updated) forms are available on the Office of the Registrar website. To see when a Change of Schedule form is required, see [**Dates and Deadlines(link is external)**](https://www.registrar.arizona.edu/courses/dates-deadlines).Adding and Changing ClassesDuring the first week of classes in a semester (or proportional period in a shorter term), students may use UAccess Student Self-Service to add or change classes. After the first week of a semester (or proportional period in a shorter term), a [**Change of Schedule (drop/add)(link is external)**](https://www.registrar.arizona.edu/courses/using-change-schedule-dropadd-form) 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.Dropping Classes (Drop, Withdrawal, and Administrative Drop)**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 class and/or complete assignments may receive a failing grade for the course. **(this section relocated from previous “Class Attendance, Participation, and Administrative Drop” policy): Administrative Drop and Withdrawal (instructor-initiated):** 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 classes 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:* 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 accelerated courses or courses in which enrollment is limited

Drop/Withdrawal DeadlinesThe 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)**](https://www.registrar.arizona.edu/courses/dates-deadlines)for term-specific dates.

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|  | Undergraduate | Graduate |
| Drop Deadline | Fall/Spring 16-week semesters | 10th day of regularly scheduled classes | 20th day of regularly scheduled classes |
| Summer, Winter, and non-standard sessions | Proportional to Fall/Spring semester dates, calculated based on course length. See [**Dates and Deadlines(link is external)**](https://www.registrar.arizona.edu/courses/dates-deadlines). |
| Withdrawal Deadline | Fall/Spring 16-week semesters | End of the 10th week of classes | End of the 10th week of classes |
| Summer, Winter, and non-standard sessions | Proportional to Fall/Spring semester dates, calculated based on course length. See [**Dates and Deadlines(link is external)**](https://www.registrar.arizona.edu/courses/dates-deadlines). |

**Prior to the Drop Deadline**Students use UAccess Student Self-Service to drop a course; no approval is needed. Instructors may administratively drop students through their department during this period. Courses dropped during this period are deleted from the student's permanent record; no grade is recorded.**Prior to the Withdrawal Deadline**Students use UAccess Student Self-Service to withdraw from a course; no approval is needed. Instructors may administratively withdraw students through their department during this period. Withdrawing from courses during this period results in a grade of W (or XO for auditing students), regardless of whether the student is passing at the time of withdrawal. The W (or XO) appears on the student's permanent record, but does not affect the student's grade point average (GPA). **After the Withdrawal Deadline**Students may not withdraw from courses during this period, except under extraordinary circumstances. Administrative drops are not processed after the second withdrawal deadline.A [Late Change Petition](https://registrar.arizona.edu/records-enrollment/enrollment/change-schedule/late-change-petitions-single-course-drops) 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 courses during this period. Approved Late Change Petitions must be submitted to the Registrar prior to the final examination period.* Undergraduate: students may withdraw from a course via Late Change Petition until the thirteenth week of regularly scheduled classes.
* Graduate: students may withdraw from a course via Late Change Petition until the final day of regularly scheduled classes.

**For professional students in the colleges of Law and Medicine**, course withdrawals are governed by regulations established by the respective college faculties.Unit Maximum on Course Withdrawals:* 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. Note: No fee is charged to graduate and professional students for dropping or withdrawing from classes. 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.
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| 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)**](http://www.registrar.arizona.edu/courses/using-change-schedule-dropadd-form) 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)**](http://www.registrar.arizona.edu/courses/dates-deadlines).~~As of the first day of classes and through the last day of registration for credit, as stated in the~~[**~~Academic Calendar~~**](http://catalog.arizona.edu/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 dates.  Those deadlines are based on the length of the session (or the course); see the~~[**~~Graduate Dates & Deadlines(link is external)~~**](http://www.registrar.arizona.edu/courses/dates-deadlines)~~.~~~~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)~~**](http://www.registrar.arizona.edu/courses/dates-deadlines)~~.~~~~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.~~~~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.~~**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.**For professional students in the colleges of Law and Medicine**, course withdrawals are governed by regulations established by the respective college faculties. |  |
| 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~~**~~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)~~**](http://www.registrar.arizona.edu/courses/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(link is external)~~**](http://www.registrar.arizona.edu/courses/dates-deadlines)~~for a shorter term) will result in the~~[**grade**](https://catalog.arizona.edu/policy/grades-and-grading-system) 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~~**](https://catalog.arizona.edu/policy/audit-policy)~~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)~~**](http://www.registrar.arizona.edu/courses/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(link is external)~~**](http://www.registrar.arizona.edu/courses/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(link is external)~~**](http://www.registrar.arizona.edu/courses/dates-deadlines)~~for a shorter term) will result in the~~[**grade**](https://catalog.arizona.edu/policy/grades-and-grading-system) 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~~**](https://catalog.arizona.edu/policy/audit-policy)~~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)~~**](http://www.registrar.arizona.edu/courses/dates-deadlines)~~for a shorter term)--~~administrative drops will not be processed.

**PLEASE NOTE:**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~~**](https://catalog.arizona.edu/policy/undergraduate-change-schedule-dropadd)~~instructions.~~ Students who remain enrolled in a course throughout the term but fail to attend class may receive ~~an E~~ grade for the course. |  |