

<b>University of Arkansas at Little Rock</b>
Policy Name: Attendance and Withdrawal Policy
Policy Number: 404.4
Effective Date: 8/15/2017

**Policy:**

**Class Attendance and Withdrawal**

Each course instructor has the prerogative of setting specific attendance requirements for his or her courses. The course attendance policies must be stated in the course syllabus. In some courses, active student participation is an integral part of the course, and the instructor may base a portion of the student's grades on attendance and participation. In general, students are expected to attend class regularly and complete all assignments and examinations. Students who miss class are responsible for finding out about the material covered, homework assignments, and any announcements or examinations .

Instructors are not required to adjust their class attendance policies nor to provide make-up exams to accommodate personal student travel, family or employment activities. The instructor has the discretion to allow a student to make up work that is missed.

**Withdrawing from an Individual Course (Drop Date)**

A student can drop a course up to the 5th day of classes through the schedule change process. Dropping a course in this time period will not result in a record of the drop on the student's transcript. From the 6th day through the 41st day of classes, except as noted below, a student wishing to drop a class submits a request to the Office of Records and Registration. A student cannot withdraw from a course after the 41st day of classes, except as noted below. The cut-off dates in this paragraph refer to the day of classes in a 15-week semester (five days=one week). In shorter semesters the cut-off dates will be adjusted proportionately.

**Withdrawal for non-attendance, non-payment, or emergency**

On or before the 10th day of classes, students who have not attended class or who have not met their payment obligations will be administratively withdrawn.

Students may be withdrawn from a class by the instructor at any time during the semester due to extenuating circumstances, such as medical or family emergencies or excessive absences. Students must be notified that they will be withdrawn from a class, and may appeal that action through the grade appeal process, provided that they file the appeal within five business days of the notice. The withdrawal will not be final until the appeal is completed, and students may continue to participate until the final decision is made.

**Withdrawal from the university**

Students voluntarily withdrawing from UA Little Rock must complete the University Withdrawal Form and have an exit interview with a staff member in the office responsible

for financial aid if the student is receiving financial aid. The last day to officially withdraw from the university without a grade penalty will be set by the Registrar.

**Citation and Modification**

This policy must be cited in any curricular documents that excerpt it (such as the Undergraduate Catalog) and the Faculty Senate Executive Committee (or their designee) should review those documents before they are finalized. Wherever there is a substantive conflict between the document which quotes this policy and this policy, this policy shall be followed.

The Policy can be modified through legislative action of the Faculty Senate (see Article III of the Constitution of the Assembly of the University of Arkansas at Little Rock).

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**Source:** Faculty Senate Minutes (4/21/2017, 10/23/2015, 5/1/2015, 3/30/2012, 2/6/1998, 12/1/1988, 4/2/1986)

**Revised:** 8/15/2017

**Approved by:** Chancellor

### **Change Log**

Revision	Date	Summary of Change	Legislation
0	4/21/2017	Class Attendance and Withdrawal	FS_2017_11
0	10/23/2015	Drop Date	FS_2015_30
0	5/1/2015	Drop Date and Merger of Calendar and Schedules	FS_2015_17
0	3/30/2012	Drop date	superseded
0	2/6/1998	Drop Date	superseded
0	12/1/1988	Drop Date	superseded
0	4/2/1986	Drop Date	