



Pima County Community College District Board Policy

<i>Board Policy Title:</i>	Student Attendance and Participation
<i>Board Policy Number:</i>	BP 3.32
<i>Adoption Date:</i>	4/15/81
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	3/5/15, 5/23/23, 2/14/24
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<i>Sponsoring Unit/Department:</i>	Office of the Provost
<i>Motion Number:</i>	2499
<i>Legal Reference:</i>	34 CFR 668 (Department of Education Student Assistance General Provisions) 38 CFR 21 (Department of Veterans Affairs Vocational Rehabilitation and Education), 34 CFR 600.2 (Institutional Eligibility – Definitions)
<i>Cross Reference:</i>	Grading, BP 3.40

Attendance and Participation

Pima Community College recognizes that federal and state regulations require institutions to have a process to monitor and report student attendance. The College believes that attendance and participation throughout the term are essential to student success. Therefore, students are expected to demonstrate participation in and completion of coursework and to adhere to course attendance and participation requirements per course syllabi, in accordance with Federal definitions.

Drop Period

Before the drop deadline for each course, students are expected to attend and participate. Students who fail to meet this requirement will be dropped from the class.

Unofficial Withdrawal

After the drop deadline for each course, students with excessive consecutive absences (non-attendance for 14 or more consecutive calendar days) in the classes for which they are still registered will be identified as an Unofficial Withdrawal and the College will take appropriate actions. Unofficial Withdrawal may result in adverse consequences for the student and Title IV financial aid may be reduced for a complete withdrawal from school using the federal Return of Title IV calculation.