



Pima County Community College District Board Policy

Board Policy Title:

Student Attendance and Participation

Board Policy Number:

BP 3.32

Adoption Date:

4/15/81

Schedule for Review & Update:

Every five years

Last Reviewed:

2/14/24, [9/18/26](#)

Last Revised:

2/14/24

Sponsoring Unit/Department:

Office of the Provost

Motion Number:

2499

Legal Reference:

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), [Department of Defense Instructions \(Voluntary Education War Department Policy\) 1322.25](#)

Cross Reference:

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. [Veteran Affairs education benefits and Department of Defense Tuition Assistance may also be reduced or subject to recoupment for a partial or complete withdrawal, in accordance with applicable federal regulations.](#)