SUGGESTED INSTRUCTOR DROP SYLLABUS TEMPLATE

 **Traditional course:**

**This course uses instructor-initiated drops for students who exceed the absence and/or missed assignment limit. Therefore, up to the last day for students to withdraw from an individual course, *[semester drop deadline]*, you will be dropped for exceeding the following absence and/or missed assignment limits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** [ specify the number of absences and/or missed assignment allowed before a drop]. Attendance in the course will be taken and recorded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [insert **specific** method of taking and recording attendance].*It is the student’s responsibility to document their attendance* in this course by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [enter attendance tracking method -- e.g. signing attendance sheet, registering attendance or participating using clicker technology, submission of hard-copy homework, taking in-class quizzes or completing in-class exercises, etc.]

Students will receive at least one courtesy warning when approaching the absence/missed assignment limit. Notification will be sent via ASAP to the student’s preferred email address. A subsequent absence or missed assignment will result in being dropped from the course. Notification of being dropped will also be sent via ASAP to the student’s preferred email address. *This drop does not affect enrollment in other courses*

**After consultation with the instructor**, you may appeal the drop using the Course Reinstatement Petition available online at <https://studentforms.it.utsa.edu/>. You must appeal the drop **within 3 business days** from the date the notification was sent. *An appeal will be upheld and the student reinstated into the course only when the student provides compelling evidence that the instructor’s attendance or missed assignment record is in error.* Once an appeal is filed the student will be allowed to attend the course and maintain Blackboard Learn access until the appeal is adjudicated. The student must be informed of the decision within three business days of submitting the appeal. Students will be sent email notice to their preferred email address informing them of the decision.

**For online and hybrid courses:**

Class attendance in both face-to-face and online classes is defined as **active participation** in the class with participation being defined by the various *engagement activities* required.  The minimum expectation is that a registered student will demonstrate some activity in his or her online class at least once weekly. Engagement activities in a class may encompass the following elements:

* Completion of assessments
* Participation in discussion forums
* Submission and completion of assignments
* Communication with the instructor

A student must demonstrate that he/she has actively participated in the engagement activities in a timely manner as defined in the syllabus.   Merely logging into the learning management system does not constitute active participation.  There must be measurable activity in place to constitute attendance.

For hybrid classes, class attendance is the physical presence and participation in all face-to-face meetings of the class and active participation in the online portion of the class.

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[In hybrid courses]attendance in the course will be taken and recording by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [insert **specific** method of taking and recording attendance].*It is the student’s responsibility to document their attendance* in this course by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [enter attendance tracking method -- e.g. signing attendance sheet, registering attendance or participating using clicker technology, submission of hard-copy homework, taking in-class quizzes or completing in-class exercises, etc.]

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