

Academic Affairs Manual (ACD)

ACD 304–05: Course Enrollment/Attendance

Effective: 10/15/1985

Revised: 7/1/2011

Purpose

To clarify eligibility for course enrollment and attendance

Source

Office of the Provost of the University

Applicability

Faculty

Students

Policy

ASU provides a drop/add period for courses at the beginning of each semester. The drop/add period is determined by the provost of the university after consultation with the university senate. This time period provides an opportunity for students to complete their registration during the first part of a semester but sometimes results in a student's missing class sessions, assignments, exams, deadlines for papers, laboratory assignments, and so forth. This occasionally results in a student's inability to meet requirements of the course that are incumbent upon other students. In such a case it is the student's responsibility to make up any assignments such as questions, homework, papers, or tests that the instructor requires of other students during that time period. Sufficient time shall be given to complete such assignments, and no penalties of any sort will be assessed against the student because of his or her late entrance into the class.

Anyone who is not an admitted, paying [student](#) registered for a course may be denied access to class meetings. Each instructor has the right to monitor classroom attendance and deny access to anyone who has not registered for the course. A student who has been admitted to ASU, has paid tuition and fees, and has registered for a course normally may not be denied access to class meetings.

Cross-References

Student Services Manual—

1. [SSM 104–01](#), “Student Code of Conduct and Student Disciplinary Procedures.”
 2. [SSM 104–02](#), “Handling Disruptive, Threatening, or Violent Individuals on Campus”
 3. [SSM 201–03](#), “Drop/Add/Swap of Classes”
 4. [SSM 201–05](#), “Registration and Drop/Add/Swap after the Published Deadline”
- and
5. [SSM 201–10](#), “Instructor Withdrawal of a Student for Disruptive Classroom Behavior.”