In order to ensure the success of our students, we have established a handbook of reporting responsibilities for all Ivy Tech Community College faculty.

Faculty must officially report each of these items as student financial aid eligibility relies on several of them, and midterm and final grades are critical to support student success.

1. NO-SHOWS

**What:** The deadline for reporting never-attends is the Tuesday following the 100% refund period. The 100% refund period varies depending on course length. To see those dates, go to IvyTech.edu/registrar/refund-policy.html.

**Why:** To ensure students do not incorrectly end up with W, F, or FW grades or get charged for courses they never attended, College policy states that students who never attend during the 100% refund period of a course will be dropped from the course.

**How:** At the end of the 100% refund period for the course, you will log in to MyIvy and click Final Grades under Faculty > Faculty Grades. Students who have never attended your course should be given a “NW” in the final grade column of your grade roster. Those student records are processed daily, dropped from the course and should then no longer appear on your grade roster in MyIvy.

*NO-SHOWS for online classes:* For distance classes where no physical meeting has occurred yet, attendance is determined by students completing an academic event such as participating in discussion, completing assignments, etc.

2. DROP PERIOD

**What:** During the drop period, you will be asked to indicate whether or not financial aid recipients who dropped had ever attended the course.

**Why:** This is required per the U.S. Department of Education regulations. This is also a tool to protect the College from financial aid fraud cases, as well as protect the students from losing financial aid eligibility in future terms.

**How:** You will receive an email at your IvyTech.edu email address which will contain instructions. You will log in to MyIvy and click the Submit Attendance Dropped (FA) link under Faculty > Faculty Tools to complete this task.

*Faculty need to choose NO for the withdrawn students as well.*

3. MIDTERM GRADES

**What:** Midterm grades will be reported for all credit-bearing courses lasting eight weeks or more. The only exceptions to this rule are dual credit and apprenticeship classes.

**Why:** Requiring midterm grades is a way to provide students and advisors with early, instructor-generated feedback on academic performance. Early feedback supports student success by urging communication with faculty, engagement with academic support services, and course-level success strategies.

The midterm grade has no impact on students’ grade point averages, and will not be reflected on any transcripts or official grade reports. It is simply a means to provide early information to students and their advisors regarding academics performance.

**How:** Midterm grades will be reported in MyIvy via the Midterm Grades link under Faculty > Faculty Grades. You will receive an email to your Ivy Tech email account reminding you to submit midterm grades. Midterm grades must be reported for every student who appears on the class roster, and are due at midnight Tuesday the week following the midterm week. (Example, for an 8 week course, grades will be due by Tuesday of the 5th week of class).

When reporting midterm grades, faculty will report what grade the student is currently earning based on work done up to the midway point in the course. Letter grades of A-F will be reported, with grades of SA-SF reported for developmental courses. No other grade identifiers will be utilized other than these letter grades. If a student is not attending class, the student should still be issued the appropriate grade rather than any kind of “W” to denote withdrawal.

4. 60 PERCENT PARTICIPATION CHECK

**What:** One day after the 60 percent point of each course, you will be asked to indicate whether or not each student (by course) is still actively participating.*

**Why:** This is required by U.S. Department of Education regulations to serve as a record of participation when students withdraw from a course and may be owed a refund or need to repay financial aid previously received.

**How:** As the primary instructor, you will receive an email at your IvyTech.edu email address which will contain reporting instructions and a list of course record numbers (CRNs). You will log in to MyIvy and click the Submit Participation link under Faculty > Faculty Tools to complete this task.

*Faculty need to choose NO for the withdrawn students as well.*

5. FINAL GRADES

**What:** Final grades must be posted in MyIvy by midnight Tuesday following the end of the term.

If your course ends prior to the actual end of the term, grades should be posted within 48 hours of that last class.

**How:** Final grades will be posted via the Final Grades link under Faculty > Faculty Grades in MyIvy.

6. IVY ADVISING ALERTS

**What:** You are encouraged to alert advisors when a students may need additional assistance by “raising a flag” in our Ivy Advising (Starfish) system. You are also able to send “kudos” to pass along a positive message to a student and advisory.

**Why:** Advising alerts provide the advisor and student with key information related to the student’s current course performance. This information lets the student know about his/her success and informs the advisor that the student may benefit from targeted outreach or support at this time.

**How:** You can raise flags on students at any time in the system. However, you will receive a formal request via email to submit a report online using Ivy Tech Advising during the following windows:

- 3rd/4th Week Survey
- End of Term Survey