POLICY TITLE
Student Attendance Expectations and Faculty Reporting Requirements

POLICY NUMBER
ASOM 4.8

PRIMARY RESPONSIBILITY
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created June 2007/Revised June 2011; March 2012; June 2012/Effective Fall 2012; August 2014/Effective Spring 2015; revised Summer 2017/effective immediately

PURPOSE
Attendance and engagement in courses is an essential part of the student learning process and student success. This policy defines attendance expectations, faculty reporting requirements related to attendance and student engagement, and explains the various codes relating to attendance. The College's expectations regarding class attendance are established to provide minimum standards as a basis for statewide policy and procedure implementation.

ORGANIZATIONAL SCOPE OR AUDIENCE
Students, Faculty and Staff

DEFINITIONS
100% Refund Period:
Period in which a student-initiated drop from a class results in a full refund of all tuition and fees.

Drop:
The process by which a student chooses to discontinue enrollment in a course prior to the first day of class or within the 100% refund period.

Religious holiday:
A day specified for religious observance.

Withdrawal:
A status on the transcript resulting from a student discontinuing enrollment in a course after the first week of the term through completion of 75% of the course. A student who fails to withdraw will be assigned a grade for the course.

POLICY
Students are expected to attend and participate regularly in class meetings, online learning activities and other activities assigned as a part of a course of instruction.
Faculty are required to report student participation in compliance with institutional policies and federal financial aid guidelines.

The College observes many nationally-recognized holidays and is closed during the following: New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Faculty and staff shall be sensitive to students’ religious beliefs and observances, including an expectation that instructors make reasonable arrangements when a student must miss an exam or other academic exercise due to his/her religious observance. When notified in advance, and when possible, faculty will make allowances for students to make up missed work.

PROCEDURE
1. Course Attendance Policies must include whether or not there are penalties for missed classes and clearly note the penalty. Penalties may include a course grade deduction for excessive absence as defined by the instructor; grade deduction for missed work; or inability to submit make-up work for evaluation. In extreme cases, or where required by regulatory agencies, penalties may include instructor administrative withdrawal (AW) from the course. Instructors are encouraged to include required intervention for excessive absences such as meeting with the course instructor or academic advisor.

2. Course syllabi must include an attendance policy that specifies the effect of missing class on students’ grades. For all courses, instructors must post the syllabus on the LMS course page, and expectations for attendance are to be reviewed on the first day of class.

3. Distance education courses are expected to call attention to the attendance policy through posted announcements. Attendance in distance education classes is defined as participating in an academic activity within the virtual or physical classroom (for hybrid and some synchronous distance courses). Academic activities may include, but are not limited to, such things as attending a live or synchronous session, posting in a graded discussion board, blog or wiki; or submitting a written assignment or taking a quiz. Posting any items not related to the graded assignments will be reviewed but may be disqualified for attendance purposes. This includes emails, discussion topics or other forms of communication with students or the instructor. Students should be aware that more frequent and regular participation is required to master course material and pass a course. Any student that does not meet this minimum participation during the non-attendance period will be considered a no-show and administratively removed from the course. Students who fail to maintain active participation throughout the entire online course will be handled appropriately given the College’s general attendance policy.

4. The college requires faculty to monitor student attendance and/or participation in academically-related events throughout the semester. In addition, faculty must report students who have not participated in an academically-related event during the 100
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percent refund period of a course (two weeks for the 16-week session), by submitting a no-show withdrawal (NW).

Faculty must report the NWs by midnight on the Tuesday following the end of the 100% refund period. No-shows reported after this period must be accompanied by a written explanation of the late notification.

A student who wishes to be reinstated may do so only with Campus Academic Officer or designee approval and must complete a course change request form to add the class or classes in question if approval is received.

5. Faculty will be required to report students who are no longer participating in academically-related events when 60% of the course is completed. An email will be sent asking faculty to log on to Banner and report student participation at the 60% mark.

6. Students should confer with instructors in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with instructors immediately upon return in order to make necessary arrangements. The class syllabus must outline the instructor’s expectations for missed work in the event of an absence.

7. Students seeking accommodations for religious observances must inform their instructors in writing within the first two weeks of each semester of their intent to observe the holiday, even when the exact date of the holiday will not be known until later. When alternative arrangements for missed work are possible, they should be made at the earliest opportunity.

8. Students who find they are unable to continue in a course(s) may choose to withdraw from one or more courses. Students must understand that the act of withdrawing from a class or classes may impact their financial aid status and risk eligibility in future semesters. Students should contact a financial aid advisor to understand all the implications of withdrawing from one or more classes.

9. The college believes attendance is critical to student success and thus instructors are expected to intervene whenever a student exhibits attendance issues.

Status Designations:

Status Code: W
Description: Withdrawal
Quality Points: 0
AW – Administrative Withdrawal 0
NW – No Show Withdrawal 0
W – WITHDRAWAL: A status assigned for withdrawals after the 100% refund withdrawal period through completion of 75% of the course.

   a. The student must complete the withdrawal process in writing or orally. The student’s official withdrawal date is the earlier of (1) when the student completes a change of enrollment form or (2) when the office responsible for accepting official oral notification receives the notification. If withdrawal is taken orally, the designated office must document the date, time, and other pertinent information and keep this notification in the student’s record.
   b. A grade of "FW" will be assigned to a student who discontinues attendance without formally withdrawing from the course(s) involved.
   c. Withdrawals with a "W" may not be submitted after 75% of the course has been completed unless extenuating circumstances, documented by the student in writing, have been approved by the Campus Academic Officer or designee.

AW – ADMINISTRATIVE WITHDRAWAL: A status assigned for withdrawals which are processed for disciplinary reasons in accordance with due process or for other extenuating circumstances, such as an illness or a cause judged unavoidable, that prevents the student from being eligible for an “I - Incomplete”.

AW may also be assigned to students enrolled in the Ivy Institute when three consecutive absences or five or more absences within the term impedes the student’s ability to be successful.

   a. Written approval from the Campus Academic Officer or designee is required before the “AW” will be processed.
   b. An “AW” shall count toward the number of times a student may attempt a course.

NW – NO SHOW WITHDRAWAL: A status assigned for withdrawing students who have not attended nor communicated intent to attend a course during the 100 percent refund period.

REFERENCES
Code of Student Rights and Responsibilities https://www.ivytech.edu/studentcode/
ASOM 4.19 Standards of Progress
Federal financial aid guidelines https://ifap.ed.gov/ifap/byAwardYear.jsp?type=fsahandbook&awardyear=2017-2018

RESOURCE PERSON
Faculty
Vice Chancellor for Academic Affairs