REQUIRED REPORTING FOR FACULTY

In order to ensure the success of our students, we have established reporting responsibilities for all Ivy Tech faculty. Timely reporting must occur as the results can affect a student’s financial aid. Reporting also provides tracking measures to assist with success in the classroom.

1. NO-SHOW REPORTING

WHAT: At the end of the 100% refund period for the course, you will be asked to report whether each student has attended your course.

WHY: College policy requires faculty to report whether or not students participated in an academic-related event during the refund period of each course.

HOW: At the end of the 100% refund period for the course, you will log in to MyIvy and click the Submit Student No-Show link in the Faculty Tools section of the Faculty tab. You must submit participation/non-participation information for every student on the form. A “Y” indicates that the student has actively participated in an academic-related event in your course; an "N" indicates that the student has NOT actively participated in an academic-related event (including students already withdrawn from the course). Once a No (“N”) has been submitted, the student is immediately dropped from the course and should then no longer appear on your grade roster in MyIvy. If you haven’t responded to the request after 7 days, your supervisor will also receive notification.

2. DROPPED ATTENDANCE REPORTING

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.

HOW: You will receive an e-mail at your ivytech.edu e-mail address which will contain instructions. You will log in to MyIvy and click the Submit Attendance Dropped (FA) link in the Faculty Tools section of the Faculty tab to complete this task.

3. MIDTERM GRADES

WHAT: Midterm grades will be reported for all courses lasting eight or more weeks.

HOW: Midterm grades will be reported via the Midterm Grades link in the Faculty Grades section on the Faculty tab of MyIvy. The midterm grade has no impact on students’ grade point average, 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 academic performance at the midpoint of the course. Supervisors are notified of any faculty who do not submit midterm grades. 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 for college-level courses, 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. You will receive an e-mail at your ivytech.edu e-mail address prior to midterm which will contain instructions. If you are inputting a grade of D or F for the midterm grade, please also raise a flag in Ivy Advising using the midterm survey.

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: U.S. Department of Education regulations require institutions to determine whether or not students participated in an academic-related event beyond the 60 percent point of each course.

HOW: As the primary instructor, you will receive an e-mail at your ivytech.edu e-mail address which will contain reporting instructions and a list of CRN’s. You will log in to MyIvy and click on the Submit Student 60% Participation link in the Faculty Tools section of the Faculty tab to complete this task. If you haven’t responded to the request after 7 days, your supervisor will also receive notification.

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 the last class.

HOW: Final grades will be posted via the Final Grades link in the Final Grades section of the Faculty tab of MyIvy.

6. IVY ADVISING ALERTS

ALERTS

WHAT: You have the ability to alert advisors when a student may need additional assistance. It is called raising a flag using our Ivy Advising (Starfish) tool. You are also able to raise a “kudos” flag to pass along a positive message to a student. We encourage widespread use of “kudos”.

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 for college-level courses, 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. You will receive an e-mail at your ivytech.edu e-mail address prior to midterm which will contain instructions. If you are inputting a grade of D or F for the midterm grade, please also raise a flag in Ivy Advising using the midterm survey.
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:

- Third/Fourth Week Survey
- End of Term Survey