



**ADMINISTRATIVE POLICY #03-10-09-06 (2018)
COURSE ENROLLMENT VERIFICATION, END-OF-
SEMESTER GRADE VERIFICATION, and NON-
ATTENDANCE REPORTING POLICY**

Policy Title: Course Enrollment Verification, End-of-Semester Grade Verification, and Non-Attendance Reporting

Policy Type: Administrative

Policy Number: #03-10-09-06-2018

Approved: 11/13/2018

Responsible Office: Registrar’s Office

Responsible Executive: Provost/Vice President for Academic Affairs

Applies to: College Community

POLICY STATEMENT

In order to identify students who have not completed registration responsibilities successfully and students who failed to attend or participated in a registered course for the designated period of time, the following process is used each semester, mini-term, contract term, and summer session. This procedure does not excuse a student from the responsibility of officially dropping a course or withdrawing from the college. The purpose of the policy is to:

1. Identify and administratively withdraw or drop students who have registered for a course or courses but have not completed registration or have not attended or participated in the registered course or courses.
2. Identify and resolve missing grades at the end of each term.
3. Identify the last date of attendance for students who failed a course due to non-attendance.
4. Establish conditions under which a student may be reinstated due to an administrative error.

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DEFINITIONS

Word/Term:

Non-attendance: failing or ceasing to attend a face-to-face (F2F) class or failing to demonstrate attendance in a distance or online class before the end of the published census date (twelfth (12) day of class or equivalent for an abbreviated term) for that term. Non-attendance does not constitute official withdrawal from the college. There are three check points to provide the last day of attendance: (1) At the end of the census date for a semester or the equivalent for an abbreviated term, (2) Midterm Week Advisory Grading, and (3) at the end of the semester or term.

CONTACTS

The Office of the Provost/Vice President for Academic Affairs officially interprets this policy. Although the Office of the Registrar has direct involvement in the determination of whether or not the guidelines for this policy are met, the Office of the Provost/Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by the Executive Cabinet. Questions regarding this policy should be directed to the Provost/Vice President for Academic Affairs.

STAKEHOLDERS

College Community, especially students, faculty, staff, external billing agents, Division of Enrollment Services, and the Division of Student Affairs.

POLICY CONTENT: COURSE ENROLLMENT VERIFICATION, END-OF-SEMESTER GRADE VERIFICATION, AND NON-ATTENDANCE REPORTING

Phase I: Beginning of the Semester Course Enrollment Verification and Attendance Reporting:

Faculty are required to confirm that each student who is attending a face-to-face class or demonstrating attendance in a distance or online class is properly registered for that course.

A. Academic Units

1. Daily faculty will log in to Student Information System Jenzabar EX (JICS) to record attendance for students on their roster. On the twelfth day instructors will log into the grade portal in JICS and post a “no show” (“NS”) for students who failing or ceasing to attend a face-to-face (F2F) class or failing to demonstrate attendance in a distance or

online class before the end of the published census date (twelfth (12) day of class or equivalent for an abbreviated term) for that term.

2. For Faculty teaching online courses, place an “NS” for those whom have not logged into the course, not visited any section, not completed any assignments, or has not contacted the instructor. The Office of the Registrar will send a report to the Provost, Deans, Department Chairs, and Faculty of those students who have been marked “No Show” for verification of accuracy by the end of the business day on the first day following the census date.

B. Office of the Registrar

1. The Registrar will review the lists of all submitted “no shows” (NS) to determine if there are any inconsistencies with attendance.
2. The Registrar will drop any student listed as “no show” from the appropriate class.
3. The Registrar will notify the Business Office of the students who are reported as “no shows.”
4. The Registrar will respond to roster files and correcting errors for the purposes of the Title IV enrollment reporting regulations and requirements within 15 days, correct errors within 10 days, and certify enrollment data at least every 2 months (updated every 30-60 days to the [National Student Loan Data System for Students](#)).

C. Office of Financial Services

1. Student Accounts will monitor JICS for automatic charge adjustments occurring within the current term.
2. Student Accounts will update JICS to adjust charges if changes are occurring outside of current term.

Phase II: Midterm Advisory Grading and Non-Attendance Reporting

Faculty must assign a Midterm Advisory grade to record a student’s performance mid-semester or the term’s equivalent. An official grade must be assigned for all students listed on the midterm grade roster and a last date of attendance must be recorded for all students.

A. Academic Units

1. Each course instructor must input Midterm Advisory grades through JICS, print a midterm advisory grade roster, and submit a signed copy of the midterm advisory grade roster to the department chair or program director by the last day to report

midterm advisory grades.

2. When the grade of “F” is assigned, the faculty must record the last date of attendance in JICS and the grade roster.
3. Faculty is expected to have appropriate documentation of the student’s academic activities (e.g., assignment, quiz, examination, etc.) in the course as well as a last date of attendance.

B. The Office of the Registrar

1. The Registrar will review the class rosters to identify students who have not attended any of the registered classes by midterm or the term’s equivalent.
2. The Registrar will use the Registration Module screen of the Student Information System (JICS) to detail the specific class, place an “NS” in appropriate status box, enter the correct status date of non-attendance for any student who has never attended or demonstrated attendance in a registered class, and update changes.
3. The Registrar will notify the Financial Aid Department to adjust charges accordingly.

C. Office of Financial Service

1. Student Accounts will monitor the SIS (JICS) for automatic charge adjustments occurring within the current term.
2. Student Accounts will be notified by the Registrar to adjust charges if changes are occurring outside of the current term.

COURSE REINSTATEMENT

A student can be reinstated into a course from which he or she has been administratively withdrawn or deleted. However, the burden of proof rests with the student when seeking course reinstatement or challenging removal due to non-attendance.

1. The student must formally request reinstatement in writing. Documentation for such a request requires a supporting statement of continuous enrollment and an explanation of circumstances surrounding the change from the course instructor with approval from the department chair, dean, and Provost/Vice President of Academic Affairs.
2. The request must be submitted to the Office of the Registrar within one week of the Census date or the equivalent for a term or session; otherwise, the request will not be honored. The student and the academic department should maintain copies of the written request and supporting documentation until a final decision has been rendered.
3. The Office of the Registrar will use the Registration Module screen to detail the specific course and check the date of the deletion.

PLEASE NOTE: The Registrar will not honor requests to retroactively withdraw students from individual courses or initiate the refund of fees to those who do not follow official College procedures to “drop” courses. The deadline for receiving refunds for dropping courses and the guidelines governing tuition refund for withdrawing from the College are published in the Academic Calendar on the College website. Petition for Change to Academic Records appeals may be submitted when a student requests that the Office of the Registrar reviews extenuating circumstances related to improper withdrawal. Tuition appeals will not be approved for minimal attendance in a class. Valid reasons to grant an appeal are outlined on back of the Petition for Change to Academic Records form.

PUBLICATION

This policy shall be widely published and distributed to the College community to ensure publication and distribution thereof; the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronic or otherwise, to the College community within 14 days of approval;
2. Submit the policy for inclusion in the online Policy Library within 14 days of approval;
3. Post the policy on the appropriate audiences on the policy’s content; and
4. Educate and train all stakeholders and appropriate audiences on the policy’s content as necessary.

Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

Next Scheduled Review: 11/13/2021

Approval by, date: 11/13/2018

Revision History: MM/DD/YYYY

Supersedes:

RELATED DOCUMENTS

1. Class Attendance Policy #03-10-09-01
2. Incomplete Grade Awarding and Removal Policy #03-10-09-03
3. [National Student Loan Data System for Students \(NSLDS\) Reporting Policy #03-10-09-05](#)
4. Student Withdrawal Policy #03-10-09-04

FORMS

Student Withdrawal Form