



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

Responsible Executive: Vice President for Academic Affairs
Responsible Office: Office of the Registrar
Related Policy: 36.001 Student Withdrawal Policy
Approved-On Date: Prior to 1998
Effective Date: Immediately
Revision Date: November 5, 2007

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 tri-phase 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 university.

PURPOSE

The purposes of the Course Enrollment Verification, Grade Verification, and Non-Attendance Reporting Policy are as follows:

1. To identify and administratively withdraw 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. To identify and resolve missing grades at the end of each term.
3. To identify the last date of attendance for students who failed a course due to non-attendance.
4. To establish conditions under which a student may be reinstated due to an administrative error.

DEFINITION

Non-attendance is defined as ceasing to attend a face-to-face (F2F) class or failing to demonstrate attendance in a distance/internet class before the end of the course or term. Non-attendance does not constitute official withdrawal from the university or dropping a course. There are three check points for non-attendance: (1) At the end of the three-week period for a semester or the equivalent for an abbreviated term, (2) mid-term, and (3) at the end of the semester or term.

PROCEDURES

Phase I: Beginning of the Semester Course Enrollment Verification and Attendance Reporting: Faculty must confirm that each student who is attending a face-to-face class or demonstrating attendance in a distance/internet class is properly registered for that course.

A. Academic Units

1. By the end of week one of the semester or equivalent for a term or session: Instructors will print a class roster for each class and send any student who is attending class but whose name does not appear on the roster to the Office of the Registrar to resolve problems with registration status. Upon satisfactory completion of registration requirements, the student's registration status will be updated in the Student Information System (SIS); thereby, enabling the student's name to appear on subsequent class roster(s).
2. By the end of week two of the semester or equivalent for a term or session: Instructors will print a class roster to monitor any change(s) in enrollment and send any student whose name does not appear on the roster to the Office of the Registrar for resolution of registration status. (No student will be permitted to attend class if his or her name does not appear on the class roster.)
3. By the end of week three of the semester or equivalent for a term or session: Instructors will print a class roster for each class and draw a single line through the name of each student who has not attended or demonstrated attendance in any registered class by the end of the three-week period or equivalent. Instructors will submit the class rosters to the department chair or program head. The department chair or program director will submit the class rosters to the Office of the Registrar and a copy to the Office of the Dean by the end of the business day on Friday of the third week.

B. Office of the Registrar

1. The Registrar will review the class rosters to identify students who have not attended or demonstrated attendance in any of the scheduled classes by the end of the three-week period.
2. The Registrar will use the Student Academic Credits (STAC) screen of the Student Information System (SIS) to detail to the specific class, place an "X" 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 Office of Student Financial Services to adjust charges outside of current term.

C. Office of Financial Services

1. The Office of Student Financial Services will monitor the SIS for automatic charge adjustments occurring within the current term.
2. The Office of Student Financial Services will update the SIS to adjust charges if changes are occurring outside of current term.

Phase II: Mid-Term Grade and Non-Attendance Reporting: Faculty must assign a mid-term grade to record a student's performance as of the midpoint of the term. An official grade must be assigned for all students listed on the mid-term grade roster and a last date of attendance must be recorded for any student receiving the grade of "F" because of non-attendance.

A. Academic Units

1. Each course instructor must input mid-term grades, print a mid-term grade roster, and submit a signed copy of the mid-term grade roster to the department chair or program director by the last day to report mid-term grades as required on the published academic calendar.

When the grade of “F” is assigned, the faculty must record the last date of attendance on the grade roster and the reason for the “F” grade. Codes for “F Grade”:

- **FA**—Student attended class or demonstrated attendance sporadically, participated in class, but failure is due to missing 20 percent (three consecutive weeks or the equivalent) or more of the classes.
- **FN**—Student stopped attending class as of the date indicated in last date of attendance column on the grade roster and failure is due to non-attendance.
- **FX**—Student never attended class but is still listed on the roster and failure is because the student did not officially drop class or withdraw from the University.
- **FF**—Student attended or demonstrated attendance in class, but failure is due to unsatisfactory performance.

Faculty are expected to have appropriate documentation of the student’s last academic activity (e.g., assignment, quiz, examination, etc.) in the course as well as a last date of attendance.

2. The department chair will verify receipt of mid-term grade rosters from each faculty and will forward the rosters to the Office of the Registrar by the last day to report mid-term grades.

B. 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 the mid-term point.
2. The Registrar will use the Student Academic Credits (STAC) screen of the Student Information System (SIS) to detail to the specific class, place an “X” 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 Office of Student Financial Services to adjust charges accordingly.

C. Office of Financial Services

1. The Office of Student Financial Services will monitor the SIS for automatic charge adjustments occurring within the current term.

2. The Office of Student Financial Services will update the SIS to adjust charges if changes are occurring outside of current term.

Phase III: End of Semester or Term Grade and Non-Attendance Reporting: Faculty must assign a grade at the conclusion of the term. An official grade must be assigned for all students listed on the final grade roster and a last date of attendance must be recorded for any student receiving the grade of “F” because of non-attendance.

A. Academic Units

1. Each course instructor must input grades, print a final grade roster, and submit a signed copy of the final grade roster to the department chair or program director by the last day to report final grades as indicated on the respective academic calendar.

No blanks are to be left on the grade roster. A grade must be recorded for each student. When the grade of “F” is assigned, the faculty must record the last date of attendance on the grade roster and the reason for the “F” grade. Codes for F Grades:

- **FA**—Student attended class or demonstrated attendance sporadically, participated in class, but failure is due to missing 20 percent (three consecutive weeks or the equivalent) or more of the classes.
- **FN**—Student stopped attending class as of the date indicated in last date of attendance column of the grade roster and failure is due to non-attendance.
- **FX**—Student never attended class but is still listed on the roster, and failure is because the student did not officially drop class or withdraw from the University.
- **FF**—Student attended or demonstrated attendance in class, but failure is due to unsatisfactory performance.

Faculty are expected to have appropriate documentation of the student’s last academic activity (e.g., assignment, quiz, examination, etc.) in the course as well as a last date of attendance.

2. Department chairs or program directors must verify receipt of all signed final grade rosters for each course section and submit final grade rosters to the dean within 24 hours of the last day to report final grades.
3. The dean will verify receipt of final grade rosters from each department chair or program director and will forward the rosters to the Office of the Registrar within 48 hours of the last day to report final grades.
4. The Office of the Dean will contact the departments to ensure that all missing grades are entered if notified of such by the Office of the Registrar.

B. Office of the Registrar

1. The Registrar will run a query to determine the students with missing grades and forward the query to the departments to reconcile the grades for the students listed.

2. The Registrar will use the STAC screen, detail into the specific class, place the appropriate grade or an “X” in appropriate status box, and enter the appropriate date of non-attendance.
3. The Registrar will generate a list of course sections for which final grade rosters have not been submitted within 48 hours after the date of the scheduled exam as posted on the end of term Examination Schedule. The list of course sections will be forwarded to the respective school deans within two days of the final day to report final grades.
4. The Office of the Registrar will forward a list of noncompliance for reporting final grades to the Office of the Vice President for Academic Affairs within five days of the last day to report final grades.

C. Office of Financial Services

1. The Office of Student Financial Services will monitor SIS for automatic charge adjustments occurring within the current term.
2. The Office of Student Financial Services 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 deleted. However, the burden of proof rests with the student when seeking course reinstatement or challenging the grade of “F” due to non-attendance. If a student wishes to appeal the F grade, the established grade appeal process must be followed.

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 head and dean.
2. The request must be submitted to the Office of the Registrar by the tenth week of the subsequent semester 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 STAC screen to detail to the specific course and check the date of the deletion.
4. The Office of the Registrar will forward all petitions for reinstatement and the recorded date of deletion to the Academic Standards and Credits Committee for action.
5. The Academic Standards and Credits Committee will notify the student of its decision and forward a copy of the decision to the offices of the Registrar and Vice President for Academic Affairs. The Academic Standards and Credits Committee decision is final.
6. If the Academic Standards and Credits Committee approves the student’s petition for reinstatement, the Office of the Registrar will reinstate the student and the Office of Financial Services will adjust the charges to the student’s account.

PLEASE NOTE: The Office of 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 University procedures to “drop” courses. The deadline for receiving refunds for dropping courses and the guidelines governing tuition refund for withdrawing from the University are published in the course schedule book and on the University website. Tuition 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 non-attendance or minimal attendance in a class. Valid reasons to grant an appeal are outlined on back of the [Tuition Appeal Form](#).