



Administrative

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| Policy Type: | Participation and Attendance Reporting |
| Policy Number: | 2803 |
| Date Adopted: | 8/31/2004 |
| Version: | 7.00 |
| Review Cycle: | Biennially |
| Date Last Reviewed | 8.30.2023 |
| Office Responsible: | Records |
| Reviewing Committee: | Academic Council |
| Related Policies: | NA |
| Related Laws: | Title IV Federal Student Aid |

Policy Summary:

In compliance with Federal Title IV funding requirements, as well as college initiatives, reporting of student participation in classes will occur at all times during each semester. Instructors will take attendance or monitor academic activity for each student in each class every day and assign one of two attendance classifications to students identified as no longer participating. Those students will be dropped or administratively withdrawn from the class.

Scope:

All Jackson College Students.

Definitions (if applicable):

Participation/Progress Symbols

Never Attended – The student did not attend the course during the time prior to the course's census date.

Last Date of Attendance – The student stopped attending or participating after the census date.

Policy Statement:

Instructors will take attendance and/or monitor academic activity of each student in every course every day. For face-to-face classes, they will report student attendance for each course taught to the College's online system (currently JetStream), due within forty-eight (48) hours of the end of the current class session. For online classes, reporting is expected at least once a week and may require a tool other than JetStream.

Instructors will report, using JetStream, student participation and progress at all times during the semester to identify students who should be dropped or withdrawn for non-participation and to identify students who should be contacted for academic support services. Financial Aid and Student Services will process drops/withdrawals.

The online grading feature of JetStream will be used to report participation and progress at all times during the course section. Instructors will report participation status by either coding a student as Never Attended by the census date of the class, or by entering a Last Date of Attendance. Instructors will report the Last Date of Attendance to the Registrar's Office within 14 days of the student's last known academic participation in the course. Following the fifty-eight percent point of the course it is the student's responsibility to officially withdraw. Students



may drop courses until the census date and withdraw from courses until the 90% point of the course. Instructors, at the conclusion of the semester, will report the Final Grade online. Students may check their progress through JetStream.

Change Log:

| <u>Date Of Change</u> | <u>Description of Change</u> | <u>Responsible Party</u> |
|------------------------------|--|---------------------------------|
| 11/17/11 | Change log added | A.Goings |
| 09/16/13 | Allowed for Instructor Initiated Drops/Withdraws to occur more openly. Removed Purpose, Measures, Procedures, and requirement of midterm grades. | D. Vainner |
| 06/09/16 | Reviewed | Z. McNitt |
| 07/19/18 | Reviewed – JetStream language added | Z. McNitt |
| 10/31/19 | Updated with New Attendance Policy | Z. McNitt |
| 5/11/2020 | Reviewed and approved by AC | K. Thirolf |
| 6/8/2020 | Updates to add attendance taking language | K. Thirolf |
| 8.30.2023 | Reviewed / No Changes | Z. McNitt & T. Largent |