



REQUIRED DROP DUE TO NON-ATTENDANCE PRIOR TO CENSUS DAY & FN GRADES

By Census Day

By the official Census Day of the academic term/session, all instructors are required to drop any student who has never physically/virtually attended the class or has never participated in any documented academic activities in a course.

Faculty will report non-attendance on the official Census Day of each academic term/session as published in the College’s [Academic Calendar](#). A student who has **never** attended or participated in any academic activities will be dropped from the course via the instructor’s action.

For purposes of federal Title IV student financial assistance, the U.S. Department of Education requires institutions to be able to demonstrate that federal aid recipients established eligibility for federal aid by participating in academically-related activities for all enrolled coursework. Academically-related activities must be **documented by the instructor** and are described, but not limited to, the items listed below:

Acceptable Proof of Participation	Face-to-Face courses	Virtual courses	Hybrid courses	Online Courses
Documented physical/visual attendance in a class where there is an opportunity for direct interaction between the instructor and student	✓	✓	✓	
Documented submission of an academic assignment.	✓	✓	✓	✓
Documented student participation in an interactive tutorial or computer-assisted instruction.	✓	✓	✓	✓
Documented posting by the student in a discussion forum showing the student’s participation regarding academic matters		✓	✓	✓
*An e-mail from the student or other documentation which shows that the <i>student</i> initiated contact with the faculty member to ask a question about the academic subject studied in the course.				✓

*For emails to reflect proof of participation, emails must be after the course start date and be related to the academic course content (Examples: questions about reading or asking for further explanation). Emails regarding class information (Examples: textbook, time, excuse for missing class, technical questions) are **not** considered academic activity and do **not** reflect proof of participation.

For **online courses**, documented activities must be graded or marked as complete/incomplete in the College's learning management system.

In online courses, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic participation/attendance by a student. The College must have documentation that demonstrates that a student participated in class or was otherwise engaged in an academically-related activity as noted above.

Academically-related activities do **NOT** include activities where a student may be present, but not academically engaged, such as:

- logging into an online class without documented active participation,
- engaging with the instructor or course before the start date
- emailing an instructor about non-academic related activities such as, but not limited to, questions about the textbook, missed assignment excuses, academic calendar or technical questions.
- participating in academic counseling or advising.

Participation in academic counseling and advising are not considered to be academic attendance or attendance at an academically-related activity.

Students who have been dropped for non-attendance by the official Census Day or who have dropped courses themselves may request reinstatement into a dropped class through the [Reinstatement Procedures](#) as outlined in the current *College Catalog*.

Rationale: If a student who has never attended class or participated in an online course by the official Census Day is not dropped for non-attendance, the student must be reported as attending and federal financial aid may be disbursed to the non-attending student. The disbursement of federal financial aid funds creates an institutional responsibility to collect the unauthorized funds from the student, which in turn may result in the College's inability to collect the funds and to incur financial losses and related federal fines.

'FN' as Final Grade

At final grading, instructors *must* choose to issue an FN as a final grade to a student for whom the instructor (1) identifies as not meeting the requirements for sufficient participation based on the lack of documented academic attendance and (2) is unable to assign an earned grade based on the lack of documented academic attendance. With the FN final grade, the instructor must include the date of the last documented academically-related activity in which the student participated as defined above. Logging into an online course alone does not constitute the last documented academically-related activity according to Title IV guidelines.

Examples for Determining Final Grades	Calculated Grade	Earned F	FN
A face-to-face student attends every/most class meetings but does not turn in any documented assignments.		✓	
A face-to-face student attends every/most class meetings through the official Census date but does not return.			✓
A virtual or hybrid student attends every/most class meetings (virtual or face-to-face) and the instructor marks them as present, but the student does not turn in any documented assignments.		✓	
A virtual or hybrid student attends class meetings (virtual or face-to-face) through the official Census date but does not attend class meetings after the official Census date and does not turn in any documented work.			✓
A virtual or hybrid student does not attend class meetings (virtual or face-to-face) but turns in all documented assignments online throughout the semester, and the calculated grade is an F.		✓	
An online student logs into the class several times but does not turn in any documented work.			✓
An online student logs into the class and completes documented work before the official Census date but does not complete any documented work thereafter.			✓
An online student logs into class but misses some assignments (perhaps even the final exam if the syllabus does not state that taking the final exam is required to pass the course), but the student's grade can be calculated to a grade above an F.	✓		
An online student logs into the class and has turned in the majority of the work throughout the semester, but the calculated grade is an F.		✓	

If a student receives FNs as final grades in ALL enrolled classes, the student will be unofficially withdrawn from the College at the end of the semester/session/intersession.

Cancellation:

Academic Procedures- Required Drop Due to Non-Attendance, Procedural Update dated July, 29, 2021

Policy Review/Approval:

Instructional Technology Committee 5/25/21

Distance Learning and Instructional Technology Council 5/25/21

Deans' Council 7/26/21

Academic Affairs Council 7/29/21

Procedural Update – Vice Chancellor for Academic and Student Affairs Approval 7/6/22