![Upper Iowa University logo]

ACADEMIC AFFAIRS POLICY

NUMBER/TITLE: AA-124, COURSE NON-ATTENDANCE

Covered Individuals: All Students
Covered Locations: All Locations
Effective Date: August 28, 2023

Strategic Priority: SP 1.1.b
HLC: Criterion 4.C.3
Consultations: VPASA, VPEMF, Registrar, Director of FA, Faculty (Academic Affairs Committee), Deans, Operations

POLICY STATEMENT
Students who do not attend an enrolled course during the first week of the class will be dropped from the course, and a grade of non-attendance (NA) will be recorded on the student's transcript. Credits of NA are not considered attempted and do not affect a student's Satisfactory Academic Progress (SAP) or Standards for Academic Standing (SAS) status; however, they may affect full-time status.

PURPOSE
Federal regulations require enrollment in a course to be validated in order to receive financial aid for the course.

DEFINITIONS
Non-Attendance (NA): A grade of non-attendance is awarded to a student who does not attend an enrolled course during the first week of the class.

Attendance: Attendance is considered actively engaging in a course.

Academic interaction is defined specifically by the learning experience listed below.

*Face-to-Face Course***:** Validation of attendance for a face-to-face course occurs when a student is present for a regularly scheduled class during the designated time.

*Hybrid Course***:** Validation of attendance for a hybrid course occurs when a student is present for a regularly scheduled class during the designated time and/or has an academic interaction in the learning management system with a discussion post, reply to a discussion post, quiz completion, or assignment submission.

Video Conference (VC) Course: Validation of attendance for a VC course occurs when a student is present for a regularly scheduled class during the designated time and location and/or has an academic interaction in the learning management system with a discussion post, reply to a discussion post, quiz completion, or assignment submission.

uiuLive Course: Validation of attendance for a uiuLive course occurs when a student is present for a scheduled synchronous class session during the designated time and/or has an academic interaction in the learning management system with a discussion post, reply to a discussion post, quiz completion, or assignment submission.

Online Course: Validation of attendance for an online course occurs when a student has an academic interaction in the learning management system with a discussion post, reply to a discussion post, quiz completion, or assignment submission.

Applied Learning Experience Course: Validation of attendance for an applied learning experience course occurs when the student has an academic interaction in the learning management system with a discussion post, reply to a discussion post, quiz completion, or assignment submission.

Self-Paced: NA grades are not applicable to this program.

POLICY IMPLEMENTATION
Students must validate enrollment in their classes. A grade of non-attendance (NA) is assigned when a student fails to attend and fails to withdraw prior to the start of a course.

Face-to-Face Courses: Students who have not attended in person by Friday of the first week of each session/semester will have an NA grade posted.

Hybrid Course: Students who do not attend a regularly scheduled class session during the first week of the session/semester or had an academic interaction in the learning management system with a discussion post, reply to a discussion post, quiz completion, or assignment submission by Sunday of the first week of each session/semester will have an NA grade posted.

Video Conference (VC) Course: Students who have not attended a regularly scheduled class during the designated time and location or had an academic interaction in the learning management system with a discussion post, reply to a discussion post, quiz completion, or assignment submission by Sunday of the first week of each session/semester will have an NA grade posted.

Online Courses: Students who have not had an academic interaction in the learning management system with a discussion post, reply to a discussion post, quiz completion, or assignment submission by Sunday of the first week of each session/semester will have an NA grade posted.

Faculty teaching in the Online Course Learning Experience are encouraged to develop a (graded or ungraded) activity within the learning management system (uiuLearn) to engage students within the class during the first four days of the course.

uiuLive Courses: Students who have not attended a scheduled synchronous class session during the designated time or had an academic interaction in the learning management system with a discussion post, reply to a discussion post, quiz completion, or assignment submission by Sunday of the first week of each session/semester will have an NA grade posted.

Applied Learning Experience Course: Students who have not had an academic interaction in the learning management system with a discussion post, reply to a discussion post, quiz completion, or assignment submission by Sunday of the first week of each session/semester will have an NA grade posted.

Self-Paced: NA grades are not applicable to this program.

The instructor of the course has the right to reinstate a student to the class following a posting of an NA grade.

CUSTODIAN
Vice President for Academic and Student Affairs

RELATED DOCUMENTS, FORMS, AND POLICIES
AA-123, Course Withdrawal Policy
AA-125, Video Conference and Attendance Policy

HISTORY

New/Revision Number	Date of Action/Approval	Revision Change
AA-124	5/17/2023	New policy; PC approved.