NORFOLK STATE
UNIVERSITY

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: 31-12 (2014)

Approved: 01/12/2015

Responsible Office: Registrar's Office

Responsible Executive: Provost and Vice President for Academic Affairs

Applies to: University 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 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. The purpose of the policy is to:

1. 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. 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.

DEFINITIONS

Non-attendance: 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 second-week period for a semester or the equivalent for an abbreviated term, (2) 5th and 10th Week Advisory Grading, and (3) at the end of the semester or term**.**

CONTACT(S)
The Provost and Vice President for Academic Affairs officially interprets this policy. The Registrar's Office is responsible for obtaining approval for any revisions as required by BOV Policy #01 (2014) Creating and Maintaining Policies through the appropriate governance structures. Questions regarding this policy should be directed to the Enrollment Management Office.

STAKEHOLDER(S)
Students, faculty, staff, external billing agents, Financial Aid and Student Accounts.

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

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). (No student will be permitted to attend class if his or her name does not appear on the class roster after the end of the add/drop period published in the Registration Booklet.)
2. By the end of week two 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 second-week period or equivalent. If a student has never attended class, place a "Y" for Yes in the box marked "Never Attended". For Faculty teaching online courses, place a "Y" for Yes in the box marked "Never Attended" 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 daily report to the Deans, Department Chairs and Faculty of those students who have been marked "Never Attended" for accuracy 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 Accounts to adjust charges outside of current term.

C. Office of Financial Services

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

Phase II: 5<u>th</u> & 10<u>th</u> Week Advisory Grading and Non-Attendance Reporting

Faculty must assign a 5th and 10th Week Advisory grade to record a student's performance as of the 5th and 10th week of the term. An official grade must be assigned for all students listed on the 5th and 10th week 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 5th and 10th Week Advisory grades through MGRN or Grading in the

   MyNSU portal, print a 5th and 10th week advisory grade roster, and submit a signed copy of the 5th and 10th week advisory grade roster to the department chair or program director by the last day to report 5th and 10th week advisory grades.

   When the grade of "F" is assigned, the faculty must record the last date of attendance on MGRN, Grading in MyNSU and the grade roster.

Faculty is 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.

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 5th and 10th week 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 Accounts to adjust charges accordingly.

C. Office of Financial Service

1. Student Accounts will monitor the SIS 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 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 chair 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.

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 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.

PUBLICATION
This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;

- Submit the policy to the President's Office for inclusion in the online Policy Library within 14 days of approval;

- Post the policy on the Division's SharePoint Site and/or website; on the webpages of the Division of Academic Affairs, Enrollment Management, Military Services and Veterans Affairs, Undergraduate Admissions Office, University Registrar, and the TransferMation Center; student handbooks, University catalogs; and

- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

REVIEW SCHEDULE

Next Scheduled Review: 04/26/2021

Approval by, date: President**,** 01/12/2015

Revision History: 06/30/2015

Supersedes: None

RELATED DOCUMENTS

1. Student Withdrawal Policy Administrative Policy #31-07
2. Military Tuition Relief, Refund, and Reinstatement Administrative Policy #31-501
3. Award of Credit for Military Education and Experiential Learning Policy #31-502

FORMS

Student Withdrawal Form
https://www.nsu.edu/Assets/websites/registrar/forms/pdf/Updated%20Withdrawal%20application%20as%20of%20November%2011,%202013.pdf