Central Texas College

**Revised Guidelines for Certification of Class Census-Certification Rolls and**

**Processing Student Drops (REVISED 1/4/2017)**

The following guidelines are effective with the Spring 2017 classes. Changes are necessary to ensure only eligible students receive their Title IV financial aid, Veterans Education benefits, and the college adheres to state and federal reporting and refund requirements.

1. Instructors are required to keep attendance through the census date by requiring students to complete an academically related activity (graded or non-graded) PRIOR to the census date; preferably two activities.
2. The day AFTER the class census date, the instructor must complete the eForm Census-Certification Roll (Cert Roll) and check the Never Attended block for any student who has not attended or participated in the class or contacted the instructor. Instructors do not need to post a grade in WebAdvisor or complete a Faculty Withdrawal form for students who never attended/participated in the class during the census period. (Grades are not given for students dropped during the census period.)
3. The applicable Campus/Site location staff who receive the instructor’s Cert Roll are responsible for processing any student drops in Colleague with no grade. Campus/Site location staff must process drops within 24 hours of receiving the Cert Roll. For students marked never attended, the first day of class will be used as the drop status date in Colleague.
4. Once a student is certified as attending through the census date, a drop cannot be backdated prior to or on the census date.
5. The FN and XN grades will no longer be used. A student who never attended or participated in an online course should have been dropped during the census period. Administrative withdrawals for non-attendance after census date will no longer be processed. Students have the option to drop themselves up to the last day to withdraw. A student who does not complete a course should receive the appropriate letter grade as determined by the instructor.
6. The System Registrar is responsible for creating a weekly report of instructors and staff who do not follow the new procedures. For instructors and staff who are noncompliant, emails will be sent to the instructors and employees with copies to the appropriate department chair/supervisor and dean. The department chairs, supervisors, and deans are responsible for taking appropriate action for instructors and staff who consistently do not adhere to procedures.

SEE REVISIONS BELOW

Dear Department Chairs and Faculty, May 2017

The new withdraw and cert roll policy has elicited questions and issues – enough that we had another meeting to resolve some of the issues.  This resulted in a [sic] several rules that we will add to the policy.

**DROPS**

1.      Faculty will take attendance and determine if the student is (a) present or logged into the course and (b) engaged in the course by participating in **one** [updated 08/2017] academic activities. If the answer is NO to (b), faculty must try to contact the students using EagleMail and any other email listed in WebAdvisor.  At that time, the faculty explains to students that failure to engage in assigned activities in the course during the first few days will result in the student being dropped from the course.  [In an 8-week class, the non-participating student is dropped on the Monday of week 2.] If faculty can’t contact the student or the student fails to complete the activities by census, faculty will mark the student as NEVER ATTENDED on the cert roll.

2.      Faculty can drop students before certification date. They cannot drop students after certification date.

**3.**  If a student resurfaces after being absent and has a valid reason like a death in the family, faculty can direct the student and his documentation to the Registrar’s office.  See REINSTATEMENTS below.

4.      Ignore any rules for attendance in the CTC 2016-2017 catalog.  There are no longer general rules for having a certain number of absences.  Missing 12.5% of the class is no longer an issue. All that is now obsolete.

5.      Now, instead, faculty may determine attendance rules for the course and may address attendance as a percentage of the grade if they choose to do so, but these reasonable rules and percentages must be published in the syllabus.  Faculty need to remember that the syllabus is the legal working document that establishes the requirements and rules for the course.

6.      FAQ:  If a student starts the course and does engage in the required activities, but fails to come to class sometime after census, the instructor will continue to grade assignments.  Perhaps the student will get a 0 on a quiz, 0 on a book report, and 0 on a paper because he has missed those assignments.  The student may or may not come back to class later, but the grades will continue to accumulate. At the end of the semester, the student will get the grade he earned, which may be an F.

7.      FAQ:  What if the student who has many absences wants an IP at the end of the course? Usually, IPs can be given if the student has made satisfactory progress and is just missing a quiz, test, or project.  Generally, faculty can give the student up to 110 days to finish the course.  However, faculty can state in the course syllabus that an IP will not be given to a student who has missed more than xxx classes or assignments.  Also, the IP has been overused.  It should be given on very rare occasions and under special circumstances if the student meets the IP requirements above.  Remember that an un-cleared IP will turn to an F in 110 days.

8.      No more retro-drops. Some faculty know what this is.  If not, they don’t need to worry about it.)

**REINSTATEMENTS**

1.      Students will not be reinstated after cert date unless they meet one of the exception rules:

         It’s the last class they need to graduate. (Determined by Student Services)

         They were on field duty in the military.

         They had a medical reason (with documentation).

         They had a death in the immediate family.

         The course won’t be offered next term.

         There was an institutional error.

                    If they meet one of these exceptions, then they have 5 business days after census date to request reinstatement.  THERE WILL BE NO REINSTATEMENTS AFTER THAT.

Updated 10/2018: If a student is caught plagiarizing and the instructor determines the offence is egregious enough to be dropped from the class, the instructor will use the withdraw form in Etrieve. The student will be withdrawn for Academic Dishonesty. Faculty must review the Academic Dishonesty Policy.