

## Never Attended (NA) Policy

Effective Fall Term 2023 the College adopts the below Never Attended (NA) policy:

- For On-Ground and Synchronous Classes (classroom instruction, hybrid, and live online):
  - Student must be physically present for the majority of a class session *at least once*, during the first week of a class.
  - For synchronous online and hybrid classes, any documented engagement with course materials also indicates academic engagement and attendance for the purpose of the NA process.
  - Rationale:
    - Federal Title IV regulations require a student must be “attending” class in order for the student to receive financial aid.
    - Students are more likely to be successful if they attend the first week.
  
- For Online Classes:
  - Student must display academic engagement during the first week of a class.
    - Simply logging into an online class does not display academic engagement.
    - Academic engagement includes any documented engagement with course materials. Examples include but are not limited to:
      - Submission of an assignment or student acknowledgement of reviewing key course documents.
      - Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction.
      - Participation in an online discussion about academic matters.
      - Initiating contact with a faculty member to ask a question about the academic subject studied in the course.
  - Rationale:
    - For asynchronous online classes, the federal government has taken the position that simply logging into an online class does not display academic engagement.

Further Recommendations:

- Extenuating circumstances (car problems, illness, etc.) may be considered as a replacement for physical presence, so long as there is documented engagement with the faculty member within the first week.
- Upon adoption of the NA policy, the policy needs to be communicated out to all constituencies. The policy should be communicated in the following resources:
  - College catalog
  - the student handbook
  - the faculty handbook
  - appropriate APMs
- Upon adoption of the NA policy, the policy should be communicated to students prior to the first class meeting of each session and on a systematic and on-going basis with the following suggested verbiage, " Please be aware of the following critical timetable related to NA procedures. (insert procedures and dates here.) Being marked as NA may affect your financial aid. If you are removed from the class roster based on NA reporting, contact your financial aid and/or academic advisor for questions related to your account.
- Upon adoption of the NA policy, include the policy language as a required part of syllabi so it is automatically inserted in all syllabi generated within the "syllabus builder."