



## ACADEMIC AFFAIRS POLICY

---

**NUMBER/TITLE:** AA-124.2, 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:** CAO, DMVA,  
Registrar, Director of FA, Faculty  
(Academic Affairs Committee), Dean  
of Academic & Educational Affairs,  
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

*Attendance:* Attendance is considered actively engaging in a course.

*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.

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

*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.

*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.

*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.

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

*uiuFlex Semester:* Validation of attendance for a uiuFlex Semester course occurs when a student has an academic interaction in the learning management system with a quiz completion or assignment submission during the first seven days of the semester.

*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.

*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.

## **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.

**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.

**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.

**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.

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

**uiuFlex Semester:** Students who have not had an academic interaction in the learning management system by completing a quiz submission or an assignment submission by Sunday of the first week of each semester will have an NA grade posted.

**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.

**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

**Academic & Student Affairs**

first week of each session/semester will have an NA grade posted.

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

### **CUSTODIAN**

Chief Academic Officer (CAO)

### **RELATED DOCUMENTS, FORMS, AND POLICIES**

AA-123.2, Course Withdrawal Policy

AA-125, Video Conference and Attendance Policy

### **HISTORY**

<b>New/Revision Number</b>	<b>Date of Action/Approval</b>	<b>Revision Change</b>
AA-124.2	5/29/2024 (PC approved)	Language added: uiuFlex Semester, new learning experience.
AA-124	5/17/2023	New policy; PC approved.