



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: A learning experience where course outcomes are met through the delivery of content and learning materials in person by the instructor at scheduled times, as well as a weekly online academic interaction. Validation of attendance for a hybrid course occurs when a student is present for a 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.

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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

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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

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