

Posting "S" in the Attendance System and Consequences

1. Let's start with EVA. If a student doesn't complete the EVA by the 10% date, he must be dropped from the course. ITS hasn't been able to automate this process, so it is the faculty's responsibility to see which students haven't completed the EVA, to mark those students and make sure none of his assignments are graded. Students who don't complete the EVA need to be reported as NA and should receive a WN as a final grade in the course on the grade sheet. There might be a way on the LMS (Moodle or Blackboard) to block these students for turning in course assignments and/or participating in course activities.
2. As with the EVA issue, ITS has been unable to automate the student drop from the LMS when an "S" is posted to the student's attendance.
3. If a student stops attending, he/she is reported as S, and if the student does not have a valid reason for being absent for two weeks, he/she should receive a failing grade, unless the student officially withdraws.
4. When a faculty enters a grade of "S" for a student:
 - a. The student is not automatically dropped from the LMS. ITS is working on this issue but they don't think it will be resolved this semester. They're hoping to automate this process next semester.
 - b. The student is not dropped from the course. Faculty should not grade the student's assignments and should exclude/block the student from course activities. Faculty needs to post a final grade of "F" at the end of the semester for the student. Per the W Policy, instructors may assign a W when circumstances warrant such action. The student may not be reimbursed for any part of his tuition.
 - c. Financial Aid will notify the student that an "S" has been reported for him in the CPC attendance system and the student may lose his financial aid for the two weeks he missed and the rest of the semester.
5. When a student has a valid reason for being absent for two weeks (e.g., death in the family, hospitalization) and the faculty decides to allow the student to continue in the course:
 - a. The student can continue his work since he is still in the LMS and has not been dropped from the course.
 - b. The student may lose financial aid.
 - c. It is the student's responsibility to notify financial aid that the "S" has been removed from the attendance system and that he should receive financial aid for the rest of the semester.
6. If the same student misses another two weeks, the faculty can post "S" again in the attendance system and the procedures are the same as indicated in #4 above.
7. "S" is reported for students who miss class homework, assignments and activities for a two-week period. Simply logging in to the LMS and clicking around does not qualify as participating in the course. Some departments have very strict rules re. homework assignments and specify that weekly assignments must be completed in order for students to remain in the course. It is suggested that these requirements be specified in the course syllabi so that students are aware of the conditions under which "S" will be reported and the consequences of the "S."
8. The course syllabus should reflect these stipulations.
9. **Dr. Edith McElroy**, the Dean of Levine Campus, is now in charge of our attendance procedures.