

Guidelines for Identifying No Shows and Last Date of Attendance (LDA)

16 Week Courses

No Show If a student has not attended your face-to-face class or logged in to your online class within the first 4 weeks, you must identify that student as a “No Show” when prompted by Registration and Records.

Midterm At midterm, identify and **withdraw** students who are not actively enrolled in the course (i.e. attending a face-to-face class or logging into your online class). **You MUST include a Last Date of Attendance.**

If you missed reporting a “No Show” at the 4-week period, report it at this time.

If you wish to allow a withdrawn student to return to your class, you must complete the “Faculty Request for Student Reinstatement” form (located on the INET) to officially re-enroll a student through Registration and Records. Without this step, the withdrawn student will not be reinstated on your class roster, and you will not be able to assign the student a final grade.

Final Grades If you are assigning a final grade of “F” or “W,” you must also report a Last Date of Attendance. To ensure the accuracy needed for Federal Tuition Disbursement purposes and ICCB reporting requirements, **midterm information must NOT be changed at this time.**

Courses Less than 16 Weeks

Midterm At midterm, report “No Shows” and identify and **withdraw** students who are not actively enrolled in the course (i.e. attending a face-to-face class or logging into your online class). **You MUST include a Last Date of Attendance.**

If you wish to allow a withdrawn student to return to your class, you must complete the “Faculty Request for Student Reinstatement” form (located on the INET) to officially re-enroll a student through Registration and Records. Without this step, the withdrawn student will not be reinstated on your class roster, and you will not be able to assign the student a final grade.

Final Grades If you are assigning a final grade of “F” or “W,” you must also report a Last Date of Attendance. To ensure the accuracy needed for Federal Tuition Disbursement purposes and ICCB reporting requirements, **midterm information must NOT be changed at this time.**

Telecourses

Midterm If you believe you have a student who is NOT actively pursuing completion of a telecourse, **withdraw** the student at this time and **provide a Last Date of Attendance**. Use your best judgment, based on students' enrollment dates, to determine activity in the course and the Last Date of Attendance. Call Debbie Conlee (Registrar) at (630) 466-2373 or Patty Knowles (Assistant Registrar) at (630) 466-2962 if you have specific questions.

If you wish to allow a withdrawn student to return to your telecourse, you must complete the "Faculty Request for Student Reinstatement" form (located on the INET) to officially re-enroll a student through Registration and Records. Without this step, the withdrawn student will not be reinstated on your class roster, and you will not be able to assign the student a final grade.

Final Grades If you are assigning a final grade of "F" or "W," you must also report a Last Date of Attendance. To ensure the accuracy needed for Federal Tuition Disbursement purposes and ICCB reporting requirements, **midterm information must NOT be changed at this time**. Call Debbie Conlee (Registrar) at (630) 466-2373 or Patty Knowles (Assistant Registrar) at (630) 466-2962 if you have specific questions.

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