Area: Student Services

Policy Name: Participation Reports

Policy Statement: In compliance with Federal Title IV funding requirements, as well as college initiatives, reporting of student participation in classes will occur at three designated times each semester. Instructors will assign one of three non-transcripted letter symbols to each student during each reporting period (See Definitions, below). Students identified as no longer participating will be dropped or administratively withdrawn from the class, and students identified as needing academic assistance will be contacted.

Applies to all Salina Area Technical College students.

Definitions (if applicable):

Participation/Progress Symbols
H – The student is not doing acceptable work and needs Help to be successful.
Q – The student has not participated and the instructor believes they have unofficially withdrawn (Quit). These students will be dropped/will withdrawn from the class.
V – The instructor Verifies that the student is participating and doing acceptable work.

Procedures: Instructors will report, using e-mail or Canvas, student participation and progress at three designated times during the semester to identify students who should be dropped or withdrawn for non-participation and to identify students who should be contacted for academic support services. Financial Aid and Student Services will process drops/withdrawals and Learning Resources will contact students identified as needing assistance.

The online grading feature of Canvas will be used to report participation and progress at the 10%, 25% and 58% points in the course section. Instructors will report participation status (H, Q, or V) at each of the three interim grade points. Instructors will enter “Last Day of Attendance” and check the “Never Attended” column as appropriate. Following the fifty-eight percent point of the course it is the student’s responsibility to officially withdraw. Students may drop courses until the census date and withdraw from courses until the 90% point of the course. Instructors, at the conclusion of the semester, will report the Final Grade online. Students may check their progress through Canvas.

Contact: Advisor

Related Forms:

Adopted: September 22, 2014

Updated: