

ATTENDANCE POLICY & PROCEDURES

Online Courses

POLICY: COURSE ENROLLMENT VERIFICATION (CEV)

Each student must complete a Course Enrollment Verification (CEV) in each online course that they are enrolled. The CEV will be completed in Blackboard. Contact the School of Distance Education at sde@sagu.edu for the current semester's CEV due date. Each instructor of a Distance Education online course will provide notice of students failing to complete this requirement to the School of Distance Education for the purpose of officially withdrawing the student from the online course.

PROCEDURE: COURSE ENROLLMENT VERIFICATION (CEV)

The Course Enrollment Verification (CEV) is intended for a student to indicate that they have started their coursework and intend to complete the course(s) in which they are enrolled. The CEV is due on the second Friday of the semester for each online course a student is enrolled in. After that time the CEV is no longer available in Blackboard and a report is generated to see which students have not completed it and the class or classes it was not completed. The following Monday (the second Monday of the semester) the identified students are sent an email from the School of Distance Education allowing students additional time to complete the CEV. By replying to the email and supplying answers to the two CEV questions as well as a third question asking students to identify all the classes they are enrolled in for the semester the student has satisfied the CEV requirement. A notation is then made in the Blackboard grade book for the course or courses in which the CEV had not been completed.

If a student has not completed the CEV in a course or multiple courses by the third Monday of the semester, the student will be denied Blackboard access to the specific course(s) until they complete the CEV. Another option opens at this time for students to complete the CEV in addition to the email sent out in week two and again at the beginning of week three. A course is added to their schedule called "Missing Courses? Click Here" and they can click on that course and complete the CEV through a quiz inside that course. Once a student completes the quiz and has successfully identified all the classes they are enrolled in that semester, including the classes they have not completed the CEV in yet, they will have access to this Missing Courses? Click Here course removed and full access to all their classes in Blackboard will be restored.

Should a student fail to complete the CEV through the two alternate methods by the end of the ninth week of the semester (following the due date for Progress Report #2) the student will be Administratively Withdrawn from the course(s) that they did not complete the CEV in initially. At this point the student has been denied access to the course in Blackboard for more than five weeks in the semester and has not been able to make progress in the course(s) and has failed to gain access to the course(s) by completing the CEV.

POLICY: AUTOMATIC ADMINISTRATIVE WITHDRAWAL

Each student in a Distance Education course must complete two progress reports – designated “Progress Report #1” and Progress Report #2”—during the semester. Both reports will be submitted through Blackboard by the date designated in the Academic Calendar. Progress Report #1 will be due from the student during the 4th week of the semester (3rd week for summer), and Progress Report #2 will be due during the 8th week of the semester (6th week for summer).

If no progress report has been received by the 4th week (3rd week for summer), the instructor will report to the School of Distance Education. If no progress report has been received by the 8th week (6th week for summer), the instructor will report to the School of Distance Education and the Registrar for the purpose of automatic administrative withdrawal from the course. In the event of an administrative withdrawal, students enrolled in:

- Undergraduate courses
 - A grade of Withdrawn Passing (WP) or
 - A grade of Withdrawn Failing (WF) and
 - A fee will be assessed
- Graduate courses
 - A grade of Withdrawn (W)
 - A fee will be assessed

PROCEDURE: AUTOMATIC ADMINISTRATIVE WITHDRAWAL

If a student fails to complete Progress Report #1 or Progress Report #2 and has failed to complete any assigned course assignments the following procedure is used to determine if a student must be Administratively Withdrawn from a course:

- The student name and course information is sent to the instructor by the Registrar’s Office to verify that the student has not completed Progress Report #1 or Progress Report #2 and that no course work has been completed by the student through the first half of the semester.
- Instructors are then asked to confirm that the student has not provided any indication of intention to complete the course through face to face, phone, or email communication.

If the above criteria of no progress report received, no course work completed, and no indications of intention to complete the course are verified by the instructor the following occurs:

- The Registrar completes an Administrative Withdrawal Form and sends it to the course instructor to be signed and return to the Registrar’s Office to initiate the Administrative Withdrawal process.
- The student is then assigned the Administrative Withdrawal grade of WP, WF, or W as the official grade for the course.