



ACADEMIC POLICY

Enrollment Cancellation for Nonattendance (AE 8.1)

POLICY STATEMENT

This policy establishes the process through which students who do not begin to participate in a course they are registered in (whether the course is offered in a face-to-face, hybrid, or online format) will be administratively dropped for nonattendance.

Nevada State College is committed to serving its students and maintaining accurate enrollment records. When students remain in courses they never attend, they incur unnecessary debt; students' GPAs also suffer when failing grades are assigned for non-attendance. Administratively dropping students who never begin participating in a course provides a better alternative.

In addition, the College is required to determine whether a student participated in a course in order to correctly report enrollment to state and federal agencies and to administer federal Student Aid, Veterans Administration benefits, and other federal, state, institutional, and private aid programs.

DEFINITIONS

Academic Engagement: Participation that meets the threshold for a student to have formally begun attendance in a course. According to federal regulation 34 CFR 600.2: Academic Engagement involves "active participation by a student in an instructional activity related to the student's course of study that includes, but is not limited to: (i) Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students; (ii) Submitting an academic assignment; (iii) Taking an assessment or an exam; (iv) Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction; (v) Participating in a study group, group project, or an online discussion that is assigned for the course; or (vi) Interacting with an instructor about academic matters." It does not include "living in institutional housing, participating in the institutional meal plan, logging into an online class or tutorial without any further participation or participating in academic counseling or advisement."

PROCEDURES

I. Measuring Academic Engagement

Faculty will record Academic Engagement in all courses (regardless of format) during the first two weeks of terms lasting twelve (12) or more weeks; courses lasting fewer than twelve weeks will have shorter timelines for reporting, which will be announced by the Office of the Registrar. To fulfill federal requirements, activities which are used to track Academic Engagement and participation for reporting purposes must be "academically related" and must fall into one of the categories included in the definition of Academic Engagement.

II. Reporting Participation

By 3:00 p.m. Pacific Standard Time (PST) on the second Friday of the term (with the exception of accelerated terms lasting fewer than twelve [12] weeks), course instructors will indicate on the

Attendance Roster in the myNSC Faculty Center whether each student has participated in Academic Engagement in their course.

III. Administrative Drop Process

The Registrar's Office will administratively drop students reported by faculty as not participating in Academic Engagement. Whenever possible, administrative drops from courses will occur by 5:00 pm PST on the second Friday of the term (for terms of twelve [12] weeks or greater length). Delays may occur if all faculty have not completed the Academic Engagement participation process or other unforeseen issues arise (e.g., software outages). In such cases, the Registrar's Office will prioritize completing administrative drops as quickly as possible.

Administratively dropped students will be removed from the course roster and from the course website in the learning management system; the course will not appear on the student's transcript. The Office of the Registrar will report the student's updated registration status and level to the National Student Clearinghouse.

The Cashier's Office will reverse all institutional charges related to a course from which a student is administratively dropped. The Office of Financial Aid will make any necessary adjustments to a student's award package based on the enrollment change and the Veterans Administration (VA) Certifying Official will update enrollment certifications as necessary.

IV. Adjusted Timelines for Accelerated Terms

The Office of the Registrar will provide adjusted timelines for accelerated classes of fewer than twelve (12) weeks in length. All timelines will be distributed via email to each academic unit on the Friday prior to the beginning of each term; academic units are responsible for distributing the timelines to instructors.

V. Petitions for Reinstatement

Students may petition to the Office of the Registrar for reinstatement in a course from which they were administratively dropped. Reinstatement requires instructor approval. The College does not guarantee reinstatement into a class from which a student was dropped for non-participation.

VI. Petition for Late Drop Due to Non-Attendance

If a student has not participated in Academic Engagement in their course and was not administratively dropped, the student may petition the Office of the Registrar for a late drop from the course due to non-attendance.

CONTACTS

OFFICE/UNIT	CONTACT	PHONE	EMAIL
Registrar	Adelfa Sullivan	x2110	registrar@nsc.edu

Financial Aid	Anthony Morrone	X2156	Anthony.morrone@nsc.edu
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RELATED INFORMATION

- [Federal Student Aid Handbook](#) (2018-19), Volume 3, Chapter 1
- Department of Education, [Return of Title IV Funds](#) (Enclosure to Dear Colleague Action Letter [GEN-11-14](#)), July 20, 2011
- Federal Register, "[Distance Education and Innovation](#)," 34 CFR Parts 600, 602, and 668; September 2, 2020
- Maynard Cooper Gale, "[U.S. Department of Education Issue New Distance Education and Related Regulations](#)," September 4, 2020

HISTORY

Replaces AE 8.

APPROVAL SIGNATURES PAGE

Samantha Jewell 2/15/22 Recommendation (check one):
 Faculty Senate (Chair's Signature) Date

<input type="checkbox"/>	Denial*	<input checked="" type="checkbox"/>	Approval	<input type="checkbox"/>	Approval w/ condition*
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Vickie Shields 2-15-2022
 Office of the Provost (Provost's Signature) Date Recommendation (check one):

<input type="checkbox"/>	Denial*	<input checked="" type="checkbox"/>	X	Approval	<input type="checkbox"/>	Approval w/ condition*
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Deanne P. Pollard 12.01.2022
 Office of the President (President's Signature) Date Final decision (check one):

<input type="checkbox"/>	Denied*	<input checked="" type="checkbox"/>	X	Approved
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*Attach rationale for denial or conditional approval