

Attendance Notes

Standard says:

Attendance: The institution establishes and implements written policies and procedures for monitoring and documenting attendance. The attendance policy ensures that student attendance and participation are consistent with: (1) the expected performance outcomes of the course or program and (2) statutory, regulatory, and accreditation requirements, including at a minimum the required student attendance rate established by the Accrediting Commission. The institution publishes a clear description of its attendance requirements and informs students of their attendance on a regular and timely basis.

***Specific Field Criteria for Interactive Distance Learning:** Policies have been established for expected levels of student participation in IDL courses/programs. All students and faculty are aware of these policies, which are consistently and accurately administered, monitored, and documented.*

- At the **application** stage
 - Updated attendance policy & procedure with IDL-specifics included:

Attendance topic	Synch	Asynch
Attendance, plain and simple	<p>Did the student logon for class?</p> <p>Can be tracked in LMS and by an instructor</p>	<p>Completed academic activities (Not enough just to login to the LMS etc)</p> <p>Typically tracked in an LMS</p> <p>Pacing and gating? (more an SAP issue, two are interrelated in asynch modules)</p>
Tardy/early departure	<p>How is this tracked?</p> <p>Roll call? Monitor login/out information in an LMS?</p>	<p>Incomplete assignments, unfinished work (overlaps with assessments/performance measurements)</p>
Participation grade	<p>In class – breakout rooms, chat board, asking questions, cold calling/volunteering answers</p> <p>Out of class – discussion boards, group assignments</p> <p>How do you evaluate speaking in an IDL environment?</p>	<p>Discussion forums</p> <p>Group work</p> <p>Instructor office hours</p> <p>Define between in-class assignments and homework</p>
Consequences for poor attendance	<p>Meetings with instructor</p>	<p>Meetings with instructor</p>

	Improvement plan, additional tutoring? Make-up work? What is this like in an IDL setting? Can you make-up hours too?	Improvement plan, additional tutoring? Make-up work? What is this like in an IDL setting? Can you make-up hours too?
How is make-up work administered?	How administered & by whom? Oversight thereof? Time, assignments or both? Synch or asynch make-up work? <i>*Remember the standard requires that makeup work be comparable in content, delivery and time of the classes missed!</i>	How administered? Oversight thereof? Time, assignments or both? Synch or asynch make-up work? <i>*Remember the standard requires that makeup work be comparable in content, delivery and time of the classes missed!</i>
LDA/DOD	Similar to face to face	LDA: measured by last completed assignment/academic activity DOD: same as f2f OR, if student goes AWOL, date of administrative withdrawal

- **At the new program visit, be prepared to demonstrate all of the above, AND:**

Attendance topic	Synch	Asynch
Attendance, plain and simple	Methods for tracking Attendance record samples	Methods for tracking Attendance record samples
Tardy/early departure	Attendance records showing tardy/early departure	Documentation of unfinished work Documentation of attempts to communicate with student
Participation grade	Meaningful discussion questions Scoring rubrics for discussion forums Instructor training on monitoring, moderating and engaging in discussion forums	Meaningful discussion questions Scoring rubrics for discussion forums Instructor training on monitoring, moderating and engaging in discussion forums
Consequences for poor attendance	Communication with students	Communication with students

	Documentation of improvement plans Documentation of progress additional assignments? 1:1 tutoring? Attend additional modules?	Documentation of improvement plans Documentation of progress – additional assignments? 1:1 tutoring? Attend additional modules?
Early detection/ intervention for struggling students	Daily attendance records Documentation of preparedness (pre-work)? Student responsiveness to discussion boards, chats, emails, in-class activities, quality of work	Work completed on time Unread messages
How make-up work is administered?	Sample make-up assignments (synch & asynch) Documentation thereof in student records <i>*Remember the standard requires that makeup work be comparable in content, delivery and time of the classes missed!</i>	Sample make-up assignments (synch & asynch) Documentation thereof in student records <i>*Remember the standard requires that makeup work be comparable in content, delivery and time of the classes missed!</i>
LDA/DOD	Documentation thereof – student records, refund calculation sheets	Documentation thereof – student records, refund calculation sheets

Ask yourself:

- How is attendance defined (e.g. how does the institution account for the students’ time on task compared to the clock hours comprising the courses/programs) and monitored for IDL students? How and where are attendance records maintained?
- Can students complete assignments at their own pace? If so, describe how student participation is monitored.