Desert Community College District Administrative Procedure 4105: Distance Education

A. NO SHOW DROP PROCEDURE FOR ONLINE CLASSES (3.49)

Online courses must be available on or before 8 A.M. on the first day of class.

Online course materials must clearly state to the students what constitutes checking into the course.

> Examples of check-in activities include participation in discussion forums or blogs, a syllabus quiz, or any other meaningful activity that requires meaningful student interaction.

> Simply logging into the Learning Management System (Blackboard) is not considered a meaningful activity.

Faculty have the right to drop, as a No Show, a student who does not complete the check-in procedure within 48 hours. The 48 hours begins at 8 AM on the first day of class.

B. NON PARTICIPATION PROCEDURE FOR ONLINE CLASSES (3.51) *New*

The COD Faculty Enrollment Services Guide describes the importance of recording a student's last date of attendance or activity if they received a grade of 'F' or 'FW' in the course. The guide states:

> "*Last date of 'known activity' is the last date of physical presence in the classroom or last date of participation in an online class.*"

New federal guidelines regarding the "last date of attendance" in online classes state that it is not enough to evaluate a student's attendance based solely on the number and frequency of logins or through course statistics on the LMS. Instead, we need to document the date the student stopped being engaged in the work of the class (i.e. submitting assignments, assessments, posting to discussion forums, etc.). Faculty will have to document the student's work until the point of dropping the student and save whatever work has been submitted up to that point.

Furthermore, instructors should drop students based on their participation in class. 'Attendance' (through logins) is not the same as participation. Participation means actively

completing course activities in the LMS such as submitting assignments, assessments, posting on discussion forums, etc.

It is the right of the faculty member to determine their own participation policy but must state it in their syllabus.

The new DOE guidelines are meant to protect the institution from students who are receiving financial aid assistance but who are not participating in class . . . .

Faculty have the right to set the amount of time or assignments missed before they drop a student; however, you must document the student's work until the point of dropping. This means saving the assignment as well as recording the date of the assignment.