



4.4020 Non-Participation in Academic Coursework

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Policy Name

4.4020 Non-Participation in Academic Coursework

Purpose and Scope

This policy establishes the process through which students who do not begin to participate in a course in which they are registered (regardless of course format) will be administratively dropped due to non-Academic Engagement.

Alvernia University is committed to serving its students and maintaining accurate enrollment records. Introducing an administrative drop option for non-attending students addresses several issues. When students remain in courses they never attend, they incur unnecessary debt; students' GPAs also suffer when failing grades are assigned due to non-Academic Engagement. Administratively dropping students who never begin participating in a course provides a better alternative. Early intervention for students struggling or failing to engage in coursework is an essential piece to persistence and retention toward academic success and degree completion.

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.

Responsibilities

Title or Role	Definition and What They are Responsible For
Provost Office	Receives exceptions to the policy for review for late drop or withdraw through Student Policy Exception Petition (with completed Course Withdrawal Form).
Senior Vice President for Academic Affairs and Provost & Vice President for Graduate and Adult Education	Maintains and enforces this policy.
Senior Leadership Team	Serves as final approval for policy.

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.”

Add/Drop: First week of each term when students may make changes to their schedules. Dropping a course during this time ensures all costs (tuition and fees) will be removed from student’s account with potential affects to financial aid package.

Attendance: Ongoing reporting in AUAdvise (EAB Navigate) throughout the course of students who are not showing up for class or participating (submitting assignments or logging into course shell).

Course Shell: A semester or module specific instance of a course section connected to Alvernia University's student information system, to which the template shell can be copied.

Enrollment Census: Campaign sent to faculty through AUAdvise (EAB Navigate) day before add/drop deadline to identify students who have not shown up for class, submitted any assignments, or accessed the course shell. Allows for faculty to make comments and report last date of attendance for GAE to export of Excel report for tracking follow-up communications.

Non-participation: Students who have not shown up for class, submitted any assignments, or accessed the course shell during the first week of class. Finalization of list of non-participating students sent to SFS and Registrar’s by Day 9 of each course (day that financial aid is disbursed).

Residential Status: Must meet all residential requirements to maintain residential status. See housing contract.

Policy Procedure

Student Acknowledgement of Statement of Financial Responsibility

During registration each term, students will sign (electronically or otherwise) the Statement of Financial Responsibility provided below:

Statement of Financial Responsibility:

- I acknowledge that by registering for classes at Alvernia University, I agree to pay all assessed tuition and fees that result from my initial registration and/or future drop/add activity. I understand that I am responsible to pay for all classes in which I am registered after the final day of the term’s drop/add period, which is published on the University’s Academic Calendar found on the website. I understand that if I’m not planning to attend, it is my responsibility to drop or notify the university of my intention to drop my classes on or before the end of the term’s add/drop period.
- I acknowledge University will notify me about my outstanding charges and debt via my Alvernia.edu e-mail account or is available for review through myAlvernia portal. I further acknowledge that payments must be received on or before the due dates listed on my e-bills and that I may be charged late payment fees for delinquent payments.
- I agree that Alvernia University may restrict my right to register or receive other University services in accordance with University policies until I pay all past due balances. I understand that should my student account become delinquent, Alvernia University reserves the right to assign my delinquent account(s) to a contracted collection agency, attorney and/or credit bureau. I understand that I will be held responsible for all fees and/or costs, associated with the recovery of my delinquent account(s), including but not limited to collection fees, attorney fees, court costs, and service fees, in addition to my outstanding balance. Collection fees and/or attorney fees will be assessed at a maximum rate of thirty-three and one third percent (33 1/3) of my balance due.

- In addition, I agree to allow Alvernia University and its agents to contact me at any cell phone number that I provide now or use in the future, using automated telephone dialing systems, artificial or pre-recorded voice or text messages, or personal calls regarding my obligation to repay my debts to Alvernia University. I also authorize Alvernia University or its agents to contact me via my Alvernia.edu address or an email address that I provide to the University. I understand that others may be able to access my messages and/or emails and their contents, which may include information about my debt and its status.
- I understand that, notwithstanding my responsibility to notify the university as outlined above, and in accordance with Alvernia University's "Non-Participation in Academic Coursework" policy, Alvernia University has the right to administratively drop me from any class after the add/drop period if I have not attended such class.

Measuring Academic Engagement

In order to verify class participation and presence for financial aid purposes, all faculty, full-time and adjunct, will record Academic Engagement in all courses (regardless of course delivery format) in the Alvernia University Learning Management System during the first two weeks of terms lasting fourteen or more weeks; courses lasting fewer than five weeks will have a timeline of one week. 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.

Reporting Participation:

For DAY Undergraduate Students

1. By 3:00 pm Eastern Standard Time (EST) on the second Friday of the term (the first Friday for Winterim and Summer Mods A and B), course instructors will submit an alert in AUAdvise-EAB Navigate for each student who has not participated in Academic Engagement in their course or stopped participating in Academic Engagement in their course.
2. Course instructors will also submit an alert in AUAdvise-EAB Navigate for any student who stops attending a class by the close date of the Mid-Semester progress report.
3. Any student for whom an alert is submitted to AUAdvise-EAB Navigate for not participating in Academic Engagement (regardless of course delivery format) who does not commence Academic Engagement or drop the class by the add/drop deadline, will be administratively dropped due to non-Academic Engagement as outlined below.
4. As described in the Alvernia University Statement of Financial Responsibility, any changes to the enrollment status may affect student financial aid eligibility and can result in some or all return of federal, state, and/or institutional aid. Students who have stopped attending may risk failing the class and be subject to Return of Title IV calculations which may result in return of some or all of federal aid.
5. The Registrar's Office will administratively drop students reported by faculty as not commencing Academic Engagement before the second Friday of the term for term lengths of fourteen weeks or greater or before the first Friday of the term for terms of fewer than five weeks. Whenever possible, administrative drops from courses will occur by 5:00 pm EST on the second Friday of the term for term lengths of fourteen weeks or greater and by 5:00 pm EST on the first Friday of the term for terms of fewer than five weeks. 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.

6. The Registrar's Office will administratively drop students from the course roster in the Student Information System and will send a notification email to the student's Alvernia email with a copy to SFS@alvernia.edu. The Learning Management System will update and remove the student from the course overnight. The dropped course will not appear on the student's transcript. The Registrar's Office will report the student's updated registration status and level to the National Student Clearinghouse with the next reporting file.
7. Student Financial Services will reverse all institutional charges related to a course from which a student is administratively dropped and will make any necessary adjustments to a student's financial aid offer based on the enrollment change and update enrollment certifications as necessary for veteran benefit eligible students.

For Graduate and Adult Education Students

1. Prior to the last day to Add/Drop, GAE sends a reminder via "Resend Requests" to faculty who have not submitted to "Reports Not Received Summary" tab. GAE may notify Provost's Office if Faculty that have not submitted reports to have Deans encourage faculty to complete report.
2. On the day for last day to Add/Drop, the GAE Director of Student Success runs Enrollment Census in AUAdvise.
3. Based on the Enrollment Census results in step 1 above, GAE sends note to each faculty teaching a course in that module (full semester Enrollment Census run by Title III Director under Academic Success Center).
4. GAE reviews the results the day after Add/Drop ends to identify students who have not participated in courses.
5. GAE builds Tracking Spreadsheet and saves all documents saved on SharePoint: Documents – SGAE Staff\Enrollment\Student Success\Retention\Enrollment Tracking\Non-participation.
6. GAE sends Warning Emails using a template housed in GAE to each student individually as follows:
 - a. Uses student capture email from AUAdvise (typically first.lastname@advising.alvernia.edu)
 - b. Sends to personal email (look up in PowerCampus Student Workflow)
 - c. Copies: Advisor/Navigator/GAE Support.
7. **BY 9AM DAY 9 OF EACH MODULE**, GAE logs into Alvernia's LMS for each course to see if student has logged into a course and/or submitted assignments and will add comments to tracking sheet.
8. GAE sends a final list of students who do not respond that they would like to stay in **class BY 9AM DAY 9 OF EACH MODULE** (for financial aid purposes) to SFS & Registrar's Office.
9. SFS reviews for financial aid implications/holds, and the Registrar's Office administratively drops the student from the course in the Student Information System and sends a notification email to the student's Alvernia email with a copy to SFS@Alvernia.edu. The Learning Management System will update and remove the student from the course overnight. The Registrar's Office will report the student's updated registration status and level to the National Student Clearinghouse with the next reporting file.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

The Non-Participation in Academic Coursework policy should be reviewed every 5 years and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal

References and Related Policies

Progress Report Mid-Term procedure is similar but run week before last day to Withdraw without an F.

Student Handbook - Residential Status

Exhibits

Non-Participation Job Aid

[Policy and Procedure Exception Form.docx](#)

Document Review Log

Date Reviewed		Description of Changes
2/1/24		SLT Approval