Standard Operating Procedure

Procedure Title: Enrollment Verification and Student Attendance
Procedure #: RO.026
Revision #: 002

Unit Responsible: Registrar's Office
Individual Responsible: Registrar

Effective Date: 09/29/2023

Initial Approval Date: 06/24/2022
Last Review/Update Date: 09/29/2023
Next Review Date: 09/01/2026

*Does this procedure support a Board Policy? Yes
    If yes, identify: 3.170 – Student Attendance

    Board policies can be found at: LCC Board of Trustees Policy Page

*Does this procedure support HLC criteria? Yes
    If yes, identify: 2A

    HLC Criteria can be found at: HLC Accreditation Criteria

*Does this procedure support a State or Federal Regulation? No
    If yes, identify: n/a

 *Note: Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.

Enrollment Verification and Student Attendance, BP 3.170

1.   Purpose

To ensure that students engage with their instructors at the beginning of each semester and that faculty utilize the enrollment verification process to remove students who have not engaged.

2.   Scope

This procedure applies to faculty teaching and students enrolled in credit-bearing courses.

3.   Prerequisites

Lansing Community College (LCC) is not an attendance-taking institution with the exception of The Early College (TEC), Eaton Regional Educational Service Agency (ERESA), Clinton County Regional Education Service Agency (CCRESA), and programs that have licensure and/or accreditation requirements for attendance.

Academic engagement is defined as active participation by a student in an instructional activity related to the student's course that includes, but is not limited to:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the faculty and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the school; or
- Interacting with faculty about academic matters.

Academic engagement does not include:

- Logging into an online class or tutorial without any further engagement; or
- Participating in academic counseling or advising.

For licensure/accreditation requirements:

- For programs which require attendance due to 3rd-party accreditation, faculty responsible for those courses will take attendance in accordance with the accreditor's requirements.

If a student is dropped from a course through Enrollment Verification, they will receive a 100% refund of tuition and refundable fees. However, the Financial Aid Office will recalculate the student's financial aid eligibility and adjust awards as necessary for any change in enrollment status for the semester. For more information, students should contact the [Financial Aid Office](#); Students who receive veteran benefits should contact the [Veteran Services Office](#).

4.   *Responsibilities*

During the first 2 weeks of each part of term, or by the 8th day of variable terms less than 8 weeks, faculty are required to determine if the student has actively engaged in an instructional activity related to the student's course. Faculty must notify the Registrar's Office of any student who has not actively engaged in an instructional activity as noted above.

5.   *Procedure*

Students:

Students should engage with the course from the first day.

Faculty Performing Enrollment Verification:

After the first 2 weeks of the part of term, or by the 8th day of variable terms less than 8 weeks, if the faculty identifies a student as having not engaged in the course, the faculty must complete Enrollment Verification in the student information system (Banner) indicating that the student never engaged in an instructional activity.

Faculty Failing to Perform Enrollment Verification:

If the faculty fails to complete enrollment verification and identifies a student as having not engaged in the course, the faculty must complete a Drop/Add Form and check the box stating that the student never engaged in an instructional activity.

If the faculty realizes at the end of the semester that a student never engaged in an instructional activity, the faculty must enter a No Show (NS) grade in the student information system (Banner).

6.   Reference

Registrar Staff – The Academic Record & Compliance Coordinator or Registrar monitors and follows up with faculty regarding entry of student grades to ensure the required information is submitted and drops students with a 100% refund (excluding non-refundable fees).

Financial Aid Staff – The Financial Aid office recalculates student financial aid eligibility and adjusts awards based on change in enrollment status for the semester.

7.   Definitions

Banner – Student Information System