

# Course Participation Verification Policy

Lansing Community College (LCC) is not an attendance taking institution. LCC has a process to determine and confirm that each student starts each course within the semester. LCC's academic calendar consists of two 16-week semesters (fall and spring) and one 12-week summer semester.

During the first two weeks of each course, all course instructors are required to determine if the student has participated in an academically related activity. Instructors must notify the Registrar's Office of any student who has not attended or participated in an academically related activity by the end of the second week of each course. The Registrar's Office monitors instructors by running reports prior to the due date to ensure the required information is submitted. The report is shared with the Academic Deans for follow-up with the instructors. If instructors do not respond by the due date, the Registrar's Office will notify the Academic Deans to obtain confirmation of participation.

The following attendance and academically related activities constitute participation for purposes of determining whether a student started an LCC face-to-face or hybrid course, which consists of both classroom attendance and activities in the Desire to Learn (D2L) system:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;
- Attending a study group that is assigned by the instructor;
- Participating in an online course discussion about academic matters (logging into an online course without active participation is not acceptable); and
- Initiating contact with a course instructor within the D2L system to ask a question about the academic subject studied in the course.

The following academically related activities constitute participation for purposes of determining whether a student started an LCC distance education course, which consists of activities within the D2L system:

- Student submission of an academic assignment;
- Student submission of an exam;
- Documented student participation in an interactive tutorial or computer-assisted instruction;
- A posting by the student showing the student's participation in an online study group that is assigned by the instructor;
- A posting by the student in a course discussion forum showing the student's participation in an online discussion about academic matters; and
- An email from the student or other documentation showing that the

student initiated contact with the course instructor within the D2L system to ask a question about the academic subject studied in the course.

If after the first two weeks of the course, the instructor identifies a student as having not participated in the course, the instructor must complete the Withdrawal Form and check the box stating the student never began attendance or enter a No Show (NS) indicator while submitting grades in the Banner system.

Regardless of the instructor's method of reporting, the Registrar's Office will drop the student from the course in the Banner system. 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. The student may also be eligible for a refund of tuition and fees paid for non-started courses.

Initial attendance and participation records are retained in the instructor's gradebook and/or in the D2L system and Banner system according to the Record Retention Policy.