Proposal Date: April 10, 2014

**Office of the Registrar**

**Proposal to Revise an Academic Policy**

**(Action Item)**

Contact Person: Freida Eggleton, [freida.eggleton@wku.edu](mailto:freida.eggleton@wku.edu), 745-5432

Identification of proposed policy revision:

1. **Catalog statement of existing policy:**

**Attendance Policy**

Students who, without previous arrangement with the instructor or department, fail to attend the first two class meetings of a course meeting multiple times per week or the first meeting of a class that meets one time per week MAY be dropped from the course. Nonattendance for a web-based course shall be defined as failure to log onto Blackboard or other instructor-designed website within one week of the course start date without previous arrangements with the instructor or department.

**Grading and the Quality Point System**

FN – failure due to nonattendance (no semester hours earned and no quality points)

1. **Catalog statement of proposed policy:**

**Attendance Policy**

Students who, without previous arrangement with the instructor or department, fail to attend the first two class meetings of a course meeting multiple times per week or the first meeting of a class that meets one time per week MAY be dropped from the course. Nonattendance for a web-based course shall be defined as failure to perform meaningful academically-related activity (including, but not limited to, the following: submitting an academic assignment, taking an exam, participating in an online discussion about academic matters) within one week of the course start date without previous arrangements with the instructor or department.

**Grading and the Quality Point System**

FN – failure due to nonattendance, or ceasing to attend, up to and including the 60% point of a term, valued at no semester hours earned and no quality points. Nonattendance shall be defined as failure to perform meaningful academically-related activity including, but not limited to, the following: submitting an academic assignment, taking an exam, participating in an online discussion about academic matters.

1. **Rationale for proposed policy revision:**

For both the attendance policy and the FN grade policy, clarification of “nonattendance” is needed, particularly for web-based courses. This definition of nonattendance is consistent with the federal Title IV financial aid definition of “unofficial withdrawal.”

1. **Impact of proposed policy revision on existing academic or non-academic policies:** None
2. **Proposed term for implementation:** 2014 summer term
3. **Dates of prior committee approvals:**

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| Office of the Registrar | April 10, 2014 |
| UCC Academic Policy Subcommittee | April 14, 2014 |
| Undergraduate Curriculum Committee |  |
| University Senate |  |