 Community Christian College	Student Last Day of Activity Policy	
	Policy Number: AC007	Dept: Academics

Policy & Procedure

PURPOSE

To establish a policy for determining, documenting the last date of activity or last day of attendance for determining a student's status at the institution for processing a student's withdrawal.

Federal guidelines state, *'A school that is not required to take attendance may always use a student's last date of attendance at an academically related activity, as documented by the school, as the student's withdrawal date, in lieu of the withdrawal dates listed previously.*

So, if a student begins the school's withdrawal process or otherwise provides official notification of his or her intent to withdraw and then attends an academically related activity after that date, the school would have the option of using that last actual attendance date as the student's withdrawal date, provided the school documents the student's attendance at the activity.

Similarly, a school could choose to use an earlier date if it believes the last documented date of attendance at an academically related activity more accurately reflects the student's withdrawal date than the date the student began the school's withdrawal process or otherwise provided official notification of his or her intent to withdraw. Please note that a school is not required to take class attendance to demonstrate academic attendance for this purpose. For more information on what qualifies as academically related activity, see the discussion under Academic attendance and attendance at an academically related activity.' - **Department of Education, 5 Federal Student Aid Handbook 5-63, (2019-20); 34 CFR 668.22(e)(3)**

POLICY


CCC will use the last documented day of **academically related activity** to document a student's last day of attendance for all withdrawals official or unofficial.

An academically related activities include but are not limited to:

- i. physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- ii. submitting an academic assignment;
- iii. taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;
- iv. attending a study group that is assigned by the school;
- v. participating in an online discussion about academic matters; and
- vi. initiating a question about the academic subject on the courses bulletin board.

Academically related activities **do not include** activities where a student may be present but not academically engaged, such as:

- i. writing an email to a school administrator or faculty member
 - ii. participating in the school's athletic program
 - iii. logging into an online class without active participation,
 - iv. participating in academic counseling or advisement
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CCC will document participation in class or engagement in an academically related activity by using the following guidelines:

- i. student submission of an academic assignment
- ii. student submission of an exam,
- iii. documented student participation in an interactive tutorial or computer-assisted instruction,
- iv. a posting by the student showing the student's participation in an online study group that is assigned by the institution,
- v. a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and
- vi. an email from the student or other documentation showing that the student-initiated contact with the instructor of that course

Note: Academic related activity after the end of the term cannot be counted as an attendance/activity date for the prior term but students can continue to submit work till 7 days after the end of that term for grade change purposes.

PROCEDURE

Student Services - Mentors


- i. Monitor by weekly tutoring sessions with students, encourage through verbal and written communication to student and coach, and tutor students to support completion of assignments in the week leading up to the deadline for submission.
- ii. Mentors will assess student progress and academic engagement through a 5-point assessment rubric: attendance, verbal participation, pre-homework progress, assignment submission, grade change in a report.
- iii. Mentors will send the 5-point assessment report to Student Services weekly.
- iv. If the student has not posted any academic related activity for 7 days, the mentor and coach will engage the students a second time to encourage student participation and provide support for student issues.

Faculty

- i. Faculty will monitor student submission and grade student submissions from the previous week every Monday.

Student Services - Administration

- i. Student Services will track academic activity in Populi for the previous seven days and create a report every 7 days on student activity from Populi.
 - ii. They will then evaluate the report to identify students who have not engaged in academic activity within the last 7 days.
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- iii. Student Services will contact the student to counsel and notify the student that if they do not meet CCC's policy of participating in an academic activity at a minimum of every 14 days then they will be withdrawn from the course/s.
- iv. The student single activity day report will be sent to Financial Aid on Day 15 to record the academic extract.
- v. Student Services will review the report and identify students who have violated CCC's policy and process the change of status.
- vi. The change of status report to Financial Aid on a weekly basis
- vii. The change of status report will clearly identify the Last Activity Date and the Date of Determination of the change of status.

Student Accounts

- i. Student Accounts will update the academic Status in the SAINT Director system within 48 hours after receipt of the Last Activity Date report and the Change of Status Report from Student Services.
- ii. Student Accounts will follow Administrative Withdrawal policy for students on the Change of Status Report.

RELATED DOCUMENTS & FORMS:

5-point assessment rubric

NAME	REVISED SECTION/PARAGRAPH	REV	RELEASED
Rachna Madan	[Created]	[00]	Jan 15, 2021
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