STUDENT ATTENDANCE AND PARTICIPATION

Attendance and participation in course activities are essential to student success at Excelsior College. A student is expected to be in contact with his/her instructor at the beginning of the course, and to remain an active participant until its completion. Attendance will be monitored on a weekly basis.

The minimum expectation of a student is to demonstrate some activity in his or her course at least once a week. Activity is defined as at least one of the following:

- Posting or replying on a discussion board
- Taking an assessment
- Submitting an assignment

Using the three criteria above, the Learning Management System (Vista) will mark the student’s weekly attendance in the Grade Book as “present” or “absent” unless the instructor has approved the student’s absence as an “exception”.

What you will see in the Grade Book

In the Grade Book’s Custom View tab, instructors can view indicators of activity during a week.

Attendance information cannot be changed prior to the previous week. If such action is required they should contact their EC representative for further assistance.

Please Note that the Custom View tab is the only location instructors can view attendance information.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present</td>
<td>indicates that the student has posted on a discussion board and/or taken an assessment and/or submitted an assignment during the week.</td>
</tr>
<tr>
<td>Exception</td>
<td>indicates that the student has had his/her absence approved by the instructor for the previous week, the current week, or any week in the future. Instructors will enter this indicator manually into the Grade Book.</td>
</tr>
<tr>
<td>Absent</td>
<td>indicates the student did not meet the minimum requirements of participation during the week. This will only be visible for previous weeks.</td>
</tr>
<tr>
<td>--</td>
<td>indicates the student has not yet met any of the criteria for participation during the week. At the end of a week this indicator will change to Absent if the student has not participated.</td>
</tr>
</tbody>
</table>
Automated Communication with Students and Instructors

1. Early Monday morning, attendance data for the previous week will be extracted from each course.
2. The attendance data from the week will be processed and the following will happen:

<table>
<thead>
<tr>
<th>Absent for 1 week</th>
<th>Email sent to student, instructor, and designated staff at the College</th>
<th>Marked Absent in Grade Book</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absent for 2 consecutive weeks</td>
<td>Email sent to student, instructor, and designated staff at the College</td>
<td>Marked Absent in Grade Book</td>
</tr>
</tbody>
</table>
| Absent for 3 consecutive weeks | Student administratively withdrawn and denied access to course  
Email sent to student, instructor, and designated staff at the College | Marked Absent in Grade Book |

Sample email sent to instructors and designated staff at the College

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noreply@excelsior.edu
07/14/2010 03:31 PM
Please respond to noreply@excelsior.edu

To: __________________________

Subject: Weekly Attendance Report - BUS*101

Administrative Withdrawals

BUS*101    John Jones (1000001)    section 3002548

2nd Notice

1st Notice

BUS*101    Albert Reynolds (1000041)    section 3002548
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Marking an "Exception" in the Grade Book

Attendance exceptions can be granted for the previous week, the current week, or any week in the future by the course instructor.

1. In the Grade Book, go to the Custom View Tab.

2. For the appropriate week, click on -- beside the student’s name.

3. The Edit Value pop-up screen will display where the instructor can put in an “exception” for the student in the Change To: drop-down field.

4. Click on Save to save the exception for the student and return to the Grade Book.
**Process for students to appeal their Withdrawal**

If the student wants to appeal their administrative withdrawal from the course he/she has until Tuesday at 11:59 pm ET to start the process.

- The appeal should be sent to AWappeal@excelsior.edu in the Office of Registration and Records. The email box is listed in the AW grade communication.
- The appeals are forwarded to the appropriate school offering the course for decision.
- The school offering the course will investigate, make a decision, and send the decision to the Office of Registration and Records no later than noon on Friday.
- If the decision is in the student’s favor, the Office of Registration and Records will notify the student and will remove the withdrawal. The student’s access to the course will be restored and the instructor will be notified by the school.
- In the event that the student’s appeal is denied, the school will notify the student of this decision.

For more information about the Excessive Absenteeism Policy you can click on the following link: [Excessive Absenteeism Policy](#)