

Policies and Procedures

<i>SECTION:</i> Academic Concerns	<i>NO.</i> 4.1.3.		
<i>CHAPTER:</i> General	<i>ISSUED:</i> 9/4/12	<i>REV. A</i>	<i>REV. B</i>
<i>POLICY:</i> Calculating Last Date of Attendance in Distance Education Courses	<i>PAGE 1 OF 2</i>		

PURPOSE

The purpose of this policy is to describe the processes for calculating last date of attendance in distance education courses in order to comply with 34 CFR § 668.22 which governs the determination of the amount of Title IV grant or loan assistance that must be returned to the federal government upon a student's withdrawal from a course.

SCOPE

This policy pertains to any distance education course as defined in the "Quality in Distance Education Programs Policy" (No. 4.1.2).

ADMINISTRATION

The degree-granting unit, in consultation with program administration, is responsible for calculating a student's last date of attendance in a distance education course. A student's last date of attendance shall be calculated by determining the last date that a student engaged in an academically meaningful activity **within a distance education course**, including, but not limited to:

1. Submitting an academic assignment in a drop box;
2. Posting in an online discussion board about academic matters;
3. Taking an exam, an interactive tutorial, or computer-assisted instruction;
4. Sending a course email message to a faculty member pertaining to the academic subject studied in the distance education course.

Documentation of a student's last day of attendance in a distance education course must accompany the request to withdraw the student from a distance course. Examples of documentation include, but are not limited to:

1. A report generated from the learning management system, the report must document the date of the student's academically meaningful activity;
2. Copy of an email message to a course instructor containing academically meaningful activity, the email must include the date it was sent;
3. A report generated from an electronic exam system used to administer exams or quizzes for the course, the report must document the date of the student's exam or quiz;
4. A report generated from an application used within the course demonstrating student engagement in academically meaningful activity, the report must document the date of the student's academically meaningful activity.

Examples of online activity that should *not* be taken into account as the only means for calculating last date of attendance include, but are not limited to:

1. Accessing discussion boards without posting;
2. Logging into the course management system;
3. Posting in an online discussion board about non-academic matters (e.g. a board intended for students to introduce themselves to the other course members).

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POLICY: Calculating Last Date of Attendance in Distance Education Courses	<i>PAGE 2 OF 2</i>		

ADMINISTRATION

This policy is administered by the Office of the Provost. Questions regarding this policy should be referred to this office.

AMENDMENTS OR TERMINATION OF THIS POLICY

The University reserves the right to modify, amend, or terminate this policy at any time. The policy is not a contract between Creighton University and its employees.