

# Instructor Updates



**Fall 2017**

# Grades



- Thank you for submitting your grades on time!
- Each semester we have stacks of petitions from students wanting:

Financial Aid

Repeating classes

Probation/Dismissal Appeals

To meet Prerequisite requirements

Graduation Evaluations

Transcripts holding for grades

Book Vouchers

If grades have not been submitted by the deadline then it can negatively impact a student.

# “FW” Grades



- Subsection (c) of section 55758 permits a district to provide for an "FW" grade to be used when a student is failing a course, due to non-attendance and/or non-participation, has failed to officially withdraw from the class and does not petition for withdrawal due to extenuating circumstances. However, there is an important difference between an "FW" and an ordinary "W." The "W" is designated as a "non-evaluative symbol" whereas the "FW" is a "grade."
- The “FW” is still a failing grade it just tells financial aid the student stopped participating and did not earn the “F”.
- Financial Aid – Some students have to repay fees to Taft College if they receive an “FW” grade.

# FERPA



- FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department.

# Add/Drop Deadlines



**Taft College  
Fall 2013  
First Half of Term**

<b>CRN</b>	<b>SUBJ</b>	<b>CRSE</b>	<b>CREDITS</b>	<b>COURSE TITLE</b>	<b>INSTRUCTOR(S) - (P)primary</b>	<b>TYPE</b>	<b>DAYS</b>	<b>TIME</b>	<b>BLDG.</b>	<b>ROOM</b>
50891	STSU	1501	.50	EDUCATIONAL PLANNING	Bogle, Darcy (P)	Dist Ed Online	TBA	-	ON	

**CRITICAL DATES**

Start Date: 26-AUG-2013

End Date: 18-OCT-2013

Last Date to add class: 29-AUG-2013

Last Date to drop with a refund: 29-AUG-2013

Last Date to drop without a "W": 05-SEP-2013

Last Date to drop with a "W": 26-SEP-2013

Census Date: 05-SEP-2013

Add Auth Expiration: 29-AUG-2013

Available on the top of your class rosters. The yellow highlighted area specifies the last day to add the class, the blue highlighted area shows the expiration date of the add authorization code, and the green highlighted area is the census date. From your census date forward, you cannot add students to your class unless they have been attending prior to census.

# Census Rosters



- Title 5 regulations state instructors are obligated to clear class rolls prior to census dates to ensure that students who have never attended or who have stopped attending a class are not counted in census enrollment.
- If a student has been attending prior to the census date and is not on your roster, please fill out an add slip, date the slip according to the day the student started attending your class, **have the student sign the add slip**, and submit it with your census roster.
- Late add slips will not be accepted after your census rosters have been submitted without administration approval.
- Faculty are certifying to the State of California that all information is true and correct as of the date you sign and turn in your completed census roster. This means that no additional changes will be processed.

# Instructor Initiated Drops



- Instructor initiated drops will always incur a fee to the student. If a student is not wanting to pay the enrollment fee, he/she would have to drop themselves prior to the “Last day for a refund”.
- Students that are dropped prior to the census date pay enrollment fees, and the college gets no additional state funding for them. Students dropped on or after the census date pay enrollment fees and the college also gets state funding for them.

# Attendance Requirements



- Students are expected to attend all sessions of each class in which they are enrolled. Since regular attendance is one of the most important factors contributing to student success in college work, the student will enhance his/her own performance by eliminating all unnecessary absences.
- Instructors may drop a student from a class for excessive absences. A student is considered to be excessively absent when his/her cumulative absences exceed the total number of hours that the class meets during one week. Individual instructors may establish more stringent regulations at their discretion. However, if they do, each student involved is to be given a written notice of explanation by the instructor at the beginning of each semester. Otherwise, the general attendance policy applies.
- Faculty members should give full consideration to excusing students from classes to participate in scheduled college activities such as athletics and field trips. The student must make arrangements in advance to make up the work to be missed.
- **Students are responsible for officially withdrawing from any class or classes in which they no longer wish to be enrolled. Non-attendance DOES NOT release the student from this responsibility.**

Source: 2014-2015 Taft College Catalog, p. 18

[http://www.taftcollege.edu/student\\_services/catalog/1415/2014-2015%20Taft%20College%20Catalog.pdf](http://www.taftcollege.edu/student_services/catalog/1415/2014-2015%20Taft%20College%20Catalog.pdf)



# Distance Learning Attendance and Non-Participation

- For distance learning courses, “absences” shall be defined as “non-participation.” ***Simply logging into the course does not constitute participation.*** Instructors may drop students after the equivalent of one week of non-participation. Non-participation shall be defined as, but not limited to:
  - Not following the instructor’s participation guidelines as stated in the syllabus
  - Not submitting required assignments
  - Not contributing meaningful discussion in required chat rooms, discussion boards, or other online forums
  - Not participating in scheduled activities
  - Failure to communicate with the instructor as required

# Distance Learning Attendance and Non-Participation

- This policy is regulated by the Department of Education.
- The practical implications are that:

**1) the following statement should be added to every distance learning syllabus, and**

**2) an activity of some sort should be required in the first week of class to determine participation**

Distance Learning Syllabus Statement Recommendation:

*Distance Learning Attendance and Non-Participation*

All students enrolled in a distance learning course must log in to the course and complete any assignment or activity required during the first week. Students who fail to complete first-week assignments/activities within the instructor's deadline **may** be dropped. It remains the case that students are responsible for officially withdrawing from any class or classes in which they no longer wish to be enrolled (Taft College Catalog—Attendance Requirements). **Non-attendance/non-participation DOES NOT release the student from this responsibility.**

# Syllabus Recommendations



- All syllabus recommendations are available in one documents available under [Faculty Resources](#)—Students Services area.
- Also available-accessible syllabus template
- Example syllabus recommendations that are highly recommended include:
  - Academic Integrity
  - Course Repetition and Withdrawal
  - Distance Learning Attendance and Non-Participation
  - Accommodations

# Waitlist



- Waitlist capacity = 30 seats.
- You can view your waitlist prioritized by order of enrollment by viewing your *Class Roster* or *Detail Wait List* roster.
- The [waitlist](#) ends the day your class begins and add codes are needed.

# Add Authorization Codes



- Add Codes will always be added to your class roster(s) the Friday before the start of the term.
- Add Codes cannot be used until the first day of the class (i.e. Thursday, for a class that begins on Thursday).
- A student cannot add your class without an Add Code (even if your class has open seats) once the class starts.
- Please tell your student receiving the Add Code to enroll within 24 hours of receiving the code; he/she is not enrolled until the class is listed on his/her class schedule.
- Add Code [instructions for faculty](#) will be provided via email each semester and are also available under [Faculty Resources](#) online. [Instructions for students](#) are also available under Faculty Resources, in the Counseling Center and online.

# Special Admit



- Email notification will be sent to each faculty member with the name of each K-12 student that is enrolled.
- Students must be 16 years of age AND have completed their sophomore year of high school.
- Detailed instructions are outlined on the [Special Admit form](#) online.
- **Instructor approval is required** prior to enrolling into your class; otherwise, they can be dropped.