

# Proposed Changes to ISP 191 and 280

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PRESIDENT'S COUNCIL APRIL 6, 2021

# Why are we here today?

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- Standard review and updating of ISP policies process
- Regulatory changes for allocating and distributing Title IV Federal Financial Aid necessitated changes in our policy in order to maintain compliance.
  - 34 CFR - 668.22 –
  - When a recipient of Title IV withdraws (or stops participating) from an institution during a payment period of enrollment, the institution must determine the amount of assistance that the student is eligible to receive by documenting their last date of **academically related activity**.
  - The need to determine and document the students last date of academic related activity require changes to both the ISP 191 Administrative Withdrawal and ISP 280 policies.

# Why do we need to comply with Federal Title IV Regulations?

- We allocate 24-30 million dollars in Federal Financial Aid to CCC students annually.
- We agree to follow Federal Financial Aid Regulations as part of participating as Title IV eligible institution.
- Department of Education audits can result in findings of non-compliance and fines.
- Department of Education can revoke our eligibility to allocate Federal Financial Aid (this could also have larger implications for receiving additional Federal funding sources like receiving CARES Act funding).

# Proposed Changes: ISP 280 Grading Policy

## Edits to the Summary Section:

- Adds a section to existing grading grid that indicates that the “last date of academically related activity” is required to be documented for F, N, and W grades.

## ISP 280 Grading

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### PURPOSE

Establishes the grades, with appropriate procedures, that may be given to students.

### SUMMARY

Clackamas Community College will give the following letter grades that carry the indicated grade points as outlined by the standard below:

LETTER GRADE		GRADE POINTS	Last Date of Academically Related Activity
A	excellent	4	--
B	good	3	--
C	average	2	--
D	below average	1	--
F	failure	0	Required
P	pass	--	--
N	no pass	--	Required
X	audit	--	--
I	incomplete	--	--
Y	never attended	--	--
W	withdrawal	--	Required
UG	unreported	--	--

# Proposed Changes: ISP 280 Grading Policy

## Edits to the Standard Section:

- Moves the “change of recorded grade” section to below the “explanation of grade” section.
- Clarifies that if a student attended the class during weeks 3-8 of the term and withdraws, the student will receive a W instead of the course disappearing from the record.
- Clarifies that after the 8<sup>th</sup> week of the term the instructor will determine whether the student may receive a W or receive a grade.
- Includes information about “last date of academically related activity” being required per Federal Title IV regulations.

may change from credit to audit or from audit to credit by submitting a Notification of Change for Grade Option form to the Registration and Records office before the end of the sixth week. Consent of instructor is required on subsequent registration for audit of same course.

### Never Attended

1. If a student never attends class but remains registered past the sixth week of the term, the student will receive a never attended grade (Y) from the instructor at the end of the term.

### e. Withdraw

1. A registered student may withdraw from a course during the add/drop timeframe (first two weeks) and will not receive a grade.
2. A registered student may withdraw themselves during weeks 3-8 of the term and will receive a withdrawal (W) grade.
- f. 3. After the eighth week of the term, if a student has attended, the instructor will determine whether the student may receive a withdrawal (W) or be held responsible for a grade.
  1. For classes lasting less than a full-term, seventy percent completion of contact hours is the equivalent of the sixth week.

NOTE: Also refer to ISP191 Administrative Withdrawal and ARC 402 Active Military Deployment policies.

### Reported Grades

Reported grade will be issued only out of the Registrar's office when the instructor has not submitted a grade.

# Proposed Changes: ISP 191 Administrative Withdrawal

## Edits to the Purpose Section:

- Simplifies the language.

## Edits to the Summary Section:

- Clarifies that instructors must notify the Registrar of any students who do not attend within the add/drop timeframe.
- Clarifies that students may be withdrawn due to CARE Team, Title IX or related disciplinary action.
- Moves the “course time frame” grid to the standard section.

## ISP 191

### Administrative Withdrawal

#### PURPOSE

Establishes the guidelines for students to be withdrawn from courses.

#### SUMMARY

Students can be withdrawn from classes during the add/drop timeframe without fee or grade penalties for non-attendance, inability to demonstrate compliance with published course requisites and/or co-requisites, or for having an outstanding balance. Instructors must notify the Registrar of any students who do not attend within the add/drop timeframe so that they can be withdrawn from the course as part of CCC's compliance with Federal and State financial aid regulations. Students may also be withdrawn at any time in the term for CARE Team, Title IX, or disciplinary action.

#### STANDARD

Instructors or administrators may request a student be withdrawn if one or more of the following conditions must occur:

1. Student does not engage in academic related activities in class within the add/drop period and did not notify the instructor of the absence.
2. Student is unable to demonstrate fulfillment of the class prerequisite requirement that is stated in the catalog.
3. Student is not able and/or willing to sign up for required co-requisite course(s).
4. Student has an outstanding financial aid balance on their account from a previous term.
5. Student needs to be withdrawn due to a CARE Team, Title IX or disciplinary action.

Add/Drop Timeframe By Course Length:

Course Length	Administrative Withdrawal Request Due Date
Two weeks or less	Prior to the second class meeting
Three to four weeks	During the first week of class
Five weeks or longer	During the first two weeks of class

**Reference:** ARC 405 Financial Aid Disbursement, ISP 280 Grading, ISP 191 P Administrative Withdrawal

# Proposed Changes: ISP 191 Administrative Withdrawal

## Edits to the Standard Section:

- Changed language from “show up” to “engage in academic related activities”.
- Includes that students will be dropped for having an outstanding financial aid balance on their account from a previous term.
- Includes that students can be withdrawn due to a CARE Team, Title IX or disciplinary action.

## ISP 191

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# What is Academically Related Activity?



The final DOE rules define "academic attendance" and "attendance at an academically-related activity." as including, but are not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial, or computer-assisted instruction;
- Attending a study group that is assigned by the institution;
- Participating in an online discussion about academic matters; and
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.



# What Counts As Academically Related Activity Online?



## Dept. of ED notes that for distance education formats:

- “A student logging in with no participation thereafter may indicate that the student is not even present at the computer past that point.” As such, this does not count as documenting academically related activity.
- “Instead, an institution must demonstrate that a student participated in class or was otherwise engaged in an academically-related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.”

# Responding to previous feedback

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- Heard concerns about the need to track attendance. The regulations allow us to either track attendance or “academically related activity”. The policy has been modified to reflect noting “last date of academically related activity” for students who receive specific of F, N, or W grades.
- Questions about what counts as participation for online courses. Removed vague language. Providing more information about what counts as “academically related activity”.
- Questions about the process for logging withdrawals. Updated the procedure to reflect the new process.
- These policies have been reviewed at College Council 2x in March 2021 without changes.

Thoughts? Feedback?

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