



## Non-Attendance Withdrawal Report Policy Update 2021

In order to enhance our retention efforts and to adhere to Department of Education guidelines, the following policy will now take effect.

Instructors are asked to identify any learners who have not actively participated in the course by the end of Week 2 of both the 10- and 12-week terms.

Participation is defined by submitting substantive coursework, which includes assignments, quizzes, or a gradable discussion post. The Read & Understood quiz does not count as participation.

Since the withdrawal is time sensitive, no later than Wednesday of Week 3, instructors are being asked to email [onlineoperations@sjcme.edu](mailto:onlineoperations@sjcme.edu) and their appropriate Program Director the names of the aforementioned learners and the courses they are enrolled in.

The following form is to be used for reporting purposes in Week 3:  
[https://drive.google.com/a/sjcme.edu/file/d/0B6kboe2fmdXSaHFYRVJuNzhybFZ3X0hnM05uWlc3bkRWWnNv/view?usp=drive\\_web](https://drive.google.com/a/sjcme.edu/file/d/0B6kboe2fmdXSaHFYRVJuNzhybFZ3X0hnM05uWlc3bkRWWnNv/view?usp=drive_web)

Students are expected to continue submitting gradable work regularly. Those students who initially participate but become significantly inactive *after* two weeks are still subject to non-attendance policy. After unsuccessful attempts coordinated with Student Support Specialists to reengage inactive students, Program Directors may request withdrawal for non-attendance.