TO: Council on Academic Affairs

FROM: M. Tina Davis, University Registrar

SUBJECT: First Day of Class Attendance, Use It or Lose It

DATE: 2/10/09

The Office of the Registrar submits the following item for your consideration, effective Fall 2010.

**First Day of Class Attendance: Use it or Lose it.**

Cleaning up class enrollments during the first week.

This proposed new procedure is designed to ensure:

- clear reinforcement of the message that class attendance at EKU is important
- that EKU’s first-time student officially reported retention cohort reflects only those students who are actively participating in their enrolled classes and committed to attending EKU
- that those who are enrolled at EKU, but have no intention of attending the institution, are identified and processed out in a way that provides full tuition reversal and no failing grades
- maximum efficiency of allocation of instructional resources; making unused class seats available to other students during the open online registration period
- that all students get the best possible chance at academic success by being present on the 1st day of class

This proposal gives EKU instructors the authority to request disenrollment of a student for non-attendance during the first week of class only (providing the student has made no prior arrangement with the instructor for missing the class). This method is currently employed at other institutions (e.g. WKU, and many others) and has proven effective.

This procedure will be in effect fall 2010. A rigorous communication plan with faculty and students shall begin during the spring 2010 term.
Specifically:

- For all classes meeting **more than one day per week** – if a student does not attend the 1st day of class, and does not communicate with the instructor or academic department before missing the 2nd class – the instructor may request that the Registrar disenroll the student.
- If a student is enrolled in **one-day per week class, and misses the 1st day of class** - with no prior communication with the instructor or that academic department – the instructor may request that the Registrar disenroll the student.
- This program will assist departments with efficiency of course offerings, and prevent inflated D, F, W rates because of such students.
- Moreover the additional 1st week data will enhance the ability of the Registrar and the Advising Office to identify “phantom first-time students”. This faculty provided data will be combined with other objective indicators held in Banner, as well as information from University Housing and Student Accounting, to help confirm identity of students who are registered but not committed to attending the university.

Proposed Procedure:

1. A dedicated link will be in EKUDirect/Faculty Services with a roster where the instructor can indicate a student is missing during the 1st week of the full term, or during the online add/drop period of shorter classes.
2. If a student misses class (per above bullets), faculty may check the box: “Registrar-Disenroll this student for 1st Week Non-Attendance”.
3. **Faculty will be asked to identify these students immediately following the determining missed class**, thereby making the missing student’s seat accessible to students waiting for availability in that class.
4. The Registrar will promptly drop the student from the class, per the instructor’s directive, **providing the information is relayed DURING THE 1ST WEEK OF CLASS**.
5. Students who are dropped for non-attendance, but who have a desire to take the class, may reenroll online, (provided seats are still available), or may petition to register through the Late Enrollment process. Note that this procedure is dependent upon availability and permission of the instructor.