

Last Date of Attendance for Completely Online Courses

Purpose:

The purpose of this policy is to specify the method to determine last date of attendance (LDA) for students who receive F or NC grades in completely online courses.

Background:

In 1998, the Board of Regents approved the University of Hawai'i Distance Learning Plans, Policies, and Procedures, which states that campus administration is responsible for distance education, ensuring that "distance programs are consistent with institutional role and mission; that there is a planning and evaluation process and academic oversight; that the technology infrastructure and services and associated faculty support are adequate to enable instructional quality; and that there are appropriate processes for verification of student identity" (E5.204e).

Hawai'i Community College, at the request of the Vice Chancellor for Academic Affairs and in consultation with the Campus Distance Coordinator, has created the policy to determine the last date of attendance for students enrolled in completely online courses offered for credit. The policy accords with the October 29, 2011, Federal Register Rules and Regulations for the Department of Education. The policy was reviewed and modified by the Academic Senate Educational Policy Committee, and further modified and approved by the Academic Senate on November 30, 2012.

Policy:

- A. Any of the following activities will be accepted to determine a student's last date of attendance in a course that meets completely online:
1. the date a student turns in an assignment
 2. the date a student takes an exam
 3. the date a student participates in tutorial instruction
 4. the date a student participates in computer-assisted instruction
 5. the date a student participates in a course-related discussion
- B. The following activities will NOT be accepted to determine a student's last date of attendance in a course that meets completely online:
1. the date a student logs into an online course without any other participation
 2. the date a student participates in advising or counseling on non-course related subjects