



# FINAL POLICY

## POLICY APPROVAL TEMPLATE

Instructions: Complete each field with information that pertains to the policy you are proposing. Overwrite or delete all of the guidance in each field before submitting for review. If the field does not apply, leave blank, or list “N/A” to mean Not Applicable.

<b>Policy Name</b>	100 Level Grades & Attendance Policy
<b>Policy Category</b>	Academic
<b>Policy Approved By</b>	Senior Vice President
<b>Responsible Division Head or VP</b>	Provost
<b>Responsible Department</b>	Office of Digital Learning & Innovation
<b>Responsible AVP or Director</b>	Assistant Dean of Online & Digital Learning
<b>Original Policy Date</b>	1/24/2022 Format MM/DD/YYYY or MM/YYYY if no specific date is known.
<b>Last Known Revision Date</b>	Click or tap to enter a date
<b>Current Policy Effective Date</b>	1/24/2022
<b>Recommended Policy Review Date</b>	01/24/2025
<b>Policy Applies To</b>	Faculty
<b>Additional Authority/References</b>	N/A

### POLICY PURPOSE

The purpose of this policy is to ensure accurate and timely grades and attendance data are entered by faculty into Albright College’s Learning Management System to inform student academic decisions as well as academic support options.

### BACKGROUND

Prior to this policy, student grades and attendance data within the Learning Management System, currently Canvas, were not always accurate or up-to-date. This led to confusion among stakeholders, including First-Year Students, a traditional vulnerable population, as well as their academic advisors, academic coaches, and other relevant support staff. Inaccurate or unentered grades data can result in a lack of intervention where one is needed and can disrupt the timeliness of academic related decision making by Albright faculty, students, and staff, with many initial interventions only taking place after midterm grades were submitted. As such, a policy to regulate that data was proposed.

100 Level courses were targeted because they are populated by many at-risk populations, including students who previously failed said course and probation students; additionally, these courses often

produce high levels of non-quality grades. This initiative intends to inform student support services, faculty advisors and instructors, who will provide outreach and early interventions, while also providing students with an accurate picture of where their grades stand during their courses.

**DEFINITIONS**

TERM	DEFINITION
<u>100 Level Course</u>	Designation given to an Academic Course where the numeric portion of the course listing is 100-199, for example Math 131.
<u>Non Quality Grade</u>	A grade of a D+ or below or a Withdraw (W).

**POLICY TEXT**

Albright College recognizes the importance of students, their faculty instructors and advisors, and their academic support staff having timely access to accurate attendance and grades data. While universally important, this is particularly salient for first-year students, a population that traditionally experiences academic difficulties. Courses taken during the first year of college tend to have a 100 Level designation, for example Psychology 100, and they tend to produce high levels of non-quality grades.

Albright College Faculty will use the institution’s Learning Management System to enter up-to-date attendance and grades information for all 100 Level Courses in order for first-year students, faculty, and relevant academic support staff to have the most current and accurate academic information. This accurate and timely information will be used by all stakeholders to proactively inform student academic decisions and academic support options as well as identify students who have disengaged from courses through nonattendance.

**ASSOCIATED PROCEDURES LOCATION**

No Detailed Procedure needed, as the limited steps are laid out in the Implementation Plan.

## REVISION LOG

DATE OF REVISION	MAJOR CHANGES <i>(Note: electronic copies of the former versions of the policy must be maintained within the unit, department, or division)</i>
Click or tap to enter a date.	
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**IMPLEMENTATION PLAN** - For decision-making purposes only. This will not appear in the Final Policy that is posted to the Policy Repository.

<p><b>COMMUNICATION</b> Regular communication as to this Policy and its expectations will be sent by the Provost and The Office of Digital Learning and Innovation prior to the academic term.</p> <p><b>TRAINING</b> The Office of Digital Learning and Innovation will regularly offer a selection of workshops/trainings to prepare faculty teaching 100 Level Courses for this Policy. Sessions will be offered both on Microsoft Teams and in a face-to-face environment. Additionally, one-on-one sessions with an Instructional Designer will be available to check the accuracy of faculty gradebooks within the Learning Management System, presently Canvas.</p> <p>In the case where a faculty member’s data in the Learning Management System remains unchecked by the Office of Digital Learning and Innovation, that information will be disseminated by that Office to the other Support Services Offices, so they can follow-up directly with the faculty member.</p> <p><b>IMPLEMENTATION</b> At the start of each academic term, the Director of Student Academic Success will turn-on automated alerts for current grade and attendance in all 100 Level Courses in Albright’s Academic Advising Software, currently Aviso. These alerts will trigger based on faculty’s entering of grades and attendance data in the Learning Management System, and relevant academic support staff will provide proactive outreach to support the students in response to the generated alerts.</p>
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**DECISION** – For decision-making purposes only. This will not appear in the Final Policy that is posted to the Policy Repository.

<b>Date of Draft Policy Review</b>	4/21/2022
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<b>Name of Reviewing Committee/Individual</b>	EPC- 05/18/21 FEC- 08/25/21 Full Faculty – 09/08/21 Provost – 09/08/21 Policy Group – 04/21/22	
<b>Date Approved</b>	9/8/2021 Comments:	
<b>Date Rejected</b>	Click or tap to enter a date.	Comments:
<b>Date Draft Tabled or Further Review Needed (provide comments including plan for re-submission)</b>	Click or tap to enter a date.	Comments: