In order to ensure the success of our students, we have established a
handful of reporting responsibilities for all Ivy Tech Community College
faculty.

Faculty must officially report each of these items as student financial aid
eligibility relies on several of them, and midterm and final grades are
critical to support student success.

1. NO-SHOWS

What: The deadline for reporting never-attends is the Tuesday following
the 100% refund period. The 100% refund period varies depending on
course length. To see those dates, go to www.ivytech.edu/registrar/
refund-policy.html.

Why: To ensure students do not incorrectly end up with W, F, or PW
grades or get charged for courses they never attended, College policy
states that students who never attend during the 100% refund period of
a course will be dropped from the course.

How: At the end of the 100% refund period for the course, you will
log in to Campus Connect and click the Final Grades link in the My Ivy
Tech section of Campus Connect. Students who have never attended
your course should be given a “NW” in the final grade column of your
grade roster. Those student records are processed daily, dropped from
the course, and should then no longer appear on your grade roster in
Campus Connect.

*NO-SHOWS for online classes: For distance classes where no physical
meeting has occurred yet, attendance is determined by students
completing an academic event such as participating in discussion,
completing assignments, etc.

2. DROP PERIOD

What: During the drop period, you will be asked to indicate whether or
not financial aid recipients who dropped had ever attended the course.

Why: This is required per the U.S. Department of Education regulations.
This is also a tool to protect the College from financial aid fraud cases,
as well as protect the students from losing financial aid eligibility in future
terms.

How: You will receive an e-mail at your ivytech.edu e-mail address which
will contain instructions. You will log in to Campus Connect and click the
Submit Attendance Dropped (FA) link in the My Ivy Tech area to complete
this task.

*Faculty need to choose NO for the withdrawn students as well.

3. MIDTERM GRADES

What: Midterm grades will be reported for all credit-bearing courses
lasting eight weeks or more. The only exceptions to this rule are dual
credit and apprenticeship classes.

Why: Requiring midterm grades is a way to provide students and advisors
with early, instructor-generated feedback on academic performance.
Early feedback supports student success by urging communication with
faculty, engagement with academic support services, and course-level
success strategies.

The midterm grade has no impact on students’ grade point averages,
and will not be reflected on any transcripts or official grade reports. It
is simply a means to provide early information to students and their
advisors regarding academic performance.

How: Midterm grades will be reported via the Midterm Grades link in
the My Ivy Tech section of Campus Connect. You will receive an e-mail
to your Ivy Tech email account reminding you to submit midterm grades.
Midterm grades must be reported for every student who appears on
the class roster, and are due at midnight Tuesday the week following the
midterm week. (Example, for an 8 week course, grades will be due by
Tuesday of the 5th week of class).

When reporting midterm grades, faculty will report what grade the
student is currently earning based on work done up to the midway point
in the course. Letter grades of A-F will be reported, with grades of SA-SF
reported for developmental courses. No other grade identifiers will be
utilized other than these letter grades. If a student is not attending class,
the student should still be issued the appropriate grade rather than any
kind of “W” to denote withdrawal.

4. 60 PERCENT PARTICIPATION CHECK

What: One day after the 60 percent point of each course, you will be
asked to indicate whether or not each student (by course) is still actively
participating.*

Why: This is required by U.S. Department of Education regulations to
serve as a record of participation when students withdraw from a course
and may be owed a refund or need to repay financial aid previously
received.

How: As the primary instructor, you will receive an e-mail at your ivytech.
edu e-mail address which will contain reporting instructions and a list of
course record numbers (CRNs). You will log in to Campus Connect and click the
Submit Attendance Dropped (FA) link in the My Ivy Tech area to complete
this task.

5. FINAL GRADES

What: Final grades must be posted in Campus Connect by midnight
Tuesday following the end of the term.

If your course ends prior to the actual end of the term, grades should be
posted within 48 hours of that last class.

How: Final grades will be posted via the Final Grades link in the My
Ivy Tech section of Campus Connect.

6. IVY ADVISING ALERTS

What: You are encouraged to alert advisors when a students may need
additional assistance by “raising a flag” in our Ivy Advising (Starfish)
system. You are also able to send “kudos” to pass along a positive
message to a student and advisor.

Why: Advising alerts provide the advisor and student with key information
related to the student’s current course performance. This information lets
the student know you care about his/her success and informs the advisor
that the student may benefit from targeted outreach or support at this
time.

How: You can raise flags on students at any time in the system. However,
you will receive a formal request via email to submit a report online using
Ivy Tech Advising during the following windows:

• 3rd/4th Week Survey
• End of Term Survey