CITY COLLEGES OF CHICAGO
ACADEMIC POLICY

SOURCE OFFICE: Academic Affairs  ISSUED BY: H. Chausow  DATE: 8/1/83


REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND the PROVOST

ISSUER’S SIGNATURE: ON FILE

SUBJECT: Certification of Active Pursuit (for credit, skills, and continuing education)

POLICY: Initial Student Attendance

• Faculty must monitor student attendance at the beginning of the term.
• Faculty are required to define active pursuit within the course syllabus (see syllabus template).
• The Day Ten Class List will contain a certification at the bottom, which faculty must sign. A student who is absent from the first two class sessions and has not contacted his/her instructor of intent to pursue the course will have his/her registration canceled by the college and will be given NSW (no show withdrawal) status. For classes meeting only once a week, the first session is considered the equivalent of two class meetings for purposes of NSW.
• The instructors must appropriately designate the names of those students who did not attend the first two class sessions or who did not contact the instructor.
• If circumstances warrant, a student who has been designated as NSW may be reinstated. In such cases, only the instructor must submit the reinstatement form with appropriate administrative approval to the Registrar’s Office for processing.

Mid-term Reporting:

• At mid-term, a student shall receive a letter grade of A, B, C, D, or F, or an
• Administrative Withdrawal (ADW).
• A student must be administratively withdrawn at mid-term if he/she has not actively pursued the course prior to mid-term. A grade of ADW (Administrative Withdrawal) will be issued upon withdrawal from the class by the faculty. Active pursuit should be measured by class participation, taking required examinations, quizzes, submission of required papers, work assignments and class attendance.
• An instructor must use the checklist on the mid-term grade reporting form to indicate active pursuit of completion of the course.