

Starting in the spring of 2017, all 8 & 16 week courses will have a no-show period of two weeks.

- **8 & 16 week no-show deadline: Sunday of week 2**

Please review the information below to assist with understanding the Federal No-Show Policy and the online process. Additionally, please note that updates or changes to this policy will be relayed to you via email. Therefore, it is **imperative** that instructors read all of their emails regarding the No-Show Policy, completely and thoroughly.

Federal No-Show Policy

Students are considered “no shows” if they do not attend, log in to, complete a scheduled assignment and/or have an instructional interaction in a course.

Simply logging in to Blackboard or completing only an introduction Discussion Board post or reply does not count toward this requirement.

Online Instructor’s Responsibilities

- Have a graded item in the first week of the course.
 - We *highly* recommend that the graded item not require the textbook, as students receiving their textbooks on time has become an issue in the past.
 - A syllabus quiz, or discussion board referring students to an external website or online journal, are examples of recommended “graded items” that do not require a textbook.
- During the no-show period, instructors need to remind their students who have yet to complete a graded item, to do so.
 - A copy of the email, with students’ names, needs to be sent to the Distance Education & Online Services Office.
 - Distance Education will send instructors a pre-written email to send to their students. *Do not try to recycle these emails, as information and dates change from term to term.*
- The Monday after the deadline has passed, **but no earlier**, instructors will check their no-shows and report them to the Distance Education & Online Services Office **through their MyPSC account**.
 - No-shows must be checked after the deadline has passed – Sunday at midnight.
 - **If all students are in compliance, instructors must still follow the reporting instructions.**
 - The completed work does not necessarily need to be graded by the instructor; however, the work needs to be submitted and awaiting grading.

- Instructors need to make sure that if they are using a third party site, such as Cengage or LiveText, the student(s) have not completed an assignment or quiz on their site. If so, it counts toward the requirement of a “graded item.”
- If you are contacted by a no-show student before the Distance Education & Online Services Office has reported them to the VPAA, and you wish to let them proceed with coursework, you may retract their name from the list by emailing DistanceEducation@peru.edu.

Distance Education’s Responsibilities

- Notify online instructors, via email, of any changes that have been made to the policy.
- Email all online students about the policy and their requirements.
- Post a system-wide Announcement reminding students of the policy.
- Send instructors a copy of the email to be sent to their students who have yet to complete a graded item.
- Collect student emails that instructors are copying to Distance Education, for our records.
 - It is not uncommon for the Administration to ask for such records.
- Collect student no-shows as instructors report them through their MyPSC Correction Rosters.
- Disable any students that are reported by their instructors.
- Submit a list of no-shows to the Vice President of Academic Affairs and to Student Records, for removal.
 - This list will be submitted on the Wednesday of Week 3.

After No-Shows Have Been Reported

- Student Records will process the no-shows.
- If a student contacts the Distance Education & Online Services Office with a request to be put back in their course, **we will refer them to their instructor.**
- The instructor may then refer them to the Vice President of Academic Affairs’ eform for re-enrollment, or contact the Vice President directly.
- If approved, Distance Education will re-enable the student’s account for that course.
- After Week 3, and after all of the no-shows have been processed in Student Records, the reported students will be *removed* from their courses.

Questions or Comments?

Any questions or comments may be directed to the Distance Education & Online Services Office at (888) 258-5558, or by email at DistanceEducation@peru.edu.

Emergency Tech Line: 402-819-8181

(available 9 am to 9 pm, daily)