Non-Attendance Policy

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Approved by: Charla Lewis, Vice President of Academic Affairs

Policy Owner: Office of the Registrar

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Responsibility for class attendance rests with the student. Attendance on the **first scheduled day** of an on-campus course and within the **first week** of an online course is essential for academic success. Instructors must define attendance expectations for online courses, and these expectations should be explicitly stated in the course syllabus.

Faculty are required to report students who **have not attended** their courses:

- **Within the first two weeks** of a 16-week course.
- **Within the first week** of an 8-week session.
- **Within the first two weeks** of the 14-week summer session.
- **Within the first week** of a 7-week summer session.
- **Within the first day** of a 4-week summer session.

Faculty will report non-attending students using Dropout Detective in Canvas and insert a tag, "Non-Attending" for students not participating or failing to engage in coursework.

The **Registrar's Office** will contact students reported for non-attendance via their OPSU email. The email will request their reply regarding their intention for attendance for the schedule courses according to the below schedule:

Semester	Length of Semester/Session	Date
Fall and Spring Semesters	16 Week Sessions	By the 14th day from the start of classes
	8 Week Sessions	By the 7th day from the start of classes
Summer Semester	14 Week Session	By the 12th day from the start of the classes
	7 Week Session	By the 5th day from the start of classes
	4 Week Session	By the 2nd day from the start of classes

Reporting and Registration Cancellation Timeline

Students should take immediate action if contacted about non-attendance to avoid registration cancellation. If students do not resolve the issue by engaging with the class or instructor, their registration will be **canceled** by the following dates:

Semester	Length of Semester/Session	Date
Fall and Spring Semesters	16 Week Sessions	By the 21st day from the start of classes
	8 Week Sessions	By the 14th day from the start of classes
Summer Semester	14 Week Session	By the 18th day from the start of the classes
	7 Week Session	By the 10th day from the start of classes
	4 Week Session	By the 4th day from the start of classes