

Online Course Participation (OCP) / Attendance Policy



Guidance Regarding OCP Submission Periods

OCP submission periods always run from Monday to Friday, with the following Saturday and Sunday being extra days for the recently completed period. Saturdays and Sundays do not count towards the upcoming period. The report is set up to pull student submissions based on a Monday to Sunday schedule.

The first and second OCP submission periods run back-to-back (i.e., Week 1-Week 3 and Week 4-Week 6). The third submission period starts in Week 8 and runs through the end of Week 10. This is done intentionally to ensure that students are consistently engaged.

For students, information about the submission periods should follow this format:

1st OCP Period - Monday of Week 1 - Sunday of Week 3

2nd OCP Period - Monday of Week 4 - Sunday of Week 6

3rd OCP Period - Monday of Week 8 - Sunday of Week 10

Session-Based Courses - Monday of Week 1 - Sunday of Week 3

Overall purpose is that students make adequate and consistent progress in their courses - not that they meet the minimum requirements to stay enrolled.

Guidance Regarding OCP Process

Beginning in Fall 2023, the process will run as follows:

- Early in the week before the Friday due date, SDE will send a reminder email to online students regarding the due date and how they should meet the requirement.
- On Wednesday of that same week, the Registrar's Office will send a reminder email to all faculty about the due date and the requirements.
- On Monday morning after the due date, the Registrar's Office will pull the appropriate report from SAGU Reporting Services>LMS>Student Engagement Reports and begin the process to determine who is eligible for administrative withdrawal.
 - Using a header filter, the Registrar's Office will pull students meeting this criteria and copy them to a second tab on the spreadsheet:
 - All students who have an "n" in the respective OCP window.
 - All students who have more than one "n" for each course *AND* are not caught up with assignments according to the "Missing Assignments" column.

- All students who missed a previous OCP window *AND* are not caught up with assignments according to the “Missing Assignments” column.
 - Remove AIM and Crossroads listings. However, if the student is a administratively withdrawn from all other courses, ask the Learning Centers to withdraw the student from AIM or Crossroads as well.
 - Remove PED 1141 listings after the first OCP window.
- After finalizing the list, copy to a clean spreadsheet, send to SDE, and upload to the Registrar’s Office>Online Course Participation and Administrative Withdrawals Google folder.
- SDE will send the list of students to the respective faculty with a statement indicating that faculty have two business days to indicate that the student has met the requirement or the Registrar’s Office will administratively withdraw them.
- After the deadline has passed, the Registrar’s Office will begin the process of administratively withdrawing students based on the response of the faculty.
- The withdrawal procedure is as follows:
 - Begin with the list in the Registrar’s Office Google Drive and withdraw all students who do not have a record of response from the faculty or students who the faculty have positively identified as not meeting the requirement.
 - *For these withdrawals, the Administrative Withdrawal form does not need to be completed.* However, the following information should be collected for each student withdrawal and entered on the spreadsheet:
 - Credit hour of the course (entered as a negative number)
 - Credits Remaining after the student was withdrawn
 - The last day the student participated in the course through assignment submission or discussion post (LDA)
 - After the withdrawals are processed for the day, send an email to students and faculty notifying them of the withdrawal through a mail merge.
 - Then send the spreadsheet to IT to upload the Administrative Withdrawal information to Document Tracking for each student.
 - If a student ends up being withdrawn from all courses, the Registrar’s Office needs to submit a Complete Administrative Withdrawal form for the student as well.