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

It is important that these reports be submitted by faculty as the data have an effect on the students’ financial aid and provide a tracking measure to assist with their success in the classroom.

1. NO-SHOWS

What: At the end of the 100% refund period for the course, you will be asked to report any students who never attended your course.

Why: 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. Each evening, those student records will be processed and dropped from the course and should then no longer appear on your grade roster in Campus Connect.

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.

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.

3. MIDTERM GRADES

What: For the first time this Fall there will be mandatory midterm grade reporting for selected Ivy Tech courses. Midterm grades will be reported for all courses lasting eight or more weeks in the following three categories:

- all developmental reading, writing and mathematics courses
- all IVYT courses
- all gateway courses.

Why: Requiring midterm grades is a common practice in higher education as a way to provide students and advisors with earlier, instructor-generated feedback on their academic performance.

How: Midterm grades will be reported via the Midterm Grades link in the My Ivy Tech section of Campus Connect. The midterm grade has no impact on students’ grade point average, 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 their academic performance at the midpoint of the course.

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 for gateway* and IVYT courses, 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.

You will receive an e-mail at your ivytech.edu e-mail address prior to midterm which will contain instructions. You will log in to Campus Connect and click the Midterm Grades link in the My Ivy Tech area to complete this task. If you are inputting a grade of D or F for the midterm grade, please also raise a flag in Ivy Advising using the midterm survey.

*Gateway courses: ACCT 101, APHY 101, COMM 101, HIST 101, ENGL 111, BIOL 101, HLHS 101, MATH 118/122/123/136 (Note: students will take one of these courses depending upon their math pathway), PHYS 101, PSYC 101, SOCI 111

Note: Midterm grades will also be reported for all IVYT and all math, reading, and writing remedial courses in addition to the above gateway courses.

4. 60 PERCENT 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.

How: You will receive an e-mail message for each course asking you to log in via Campus Connect.

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 have the ability to alert advisors when a student may needed additional assistance. It is called raising a flag using our Ivy Advising (Starfish) tool. You are also able to raise a “kudos” flag to pass along a positive message to a student.

How: 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
- Midpoint Survey
- End of Term Survey