

Policy History
<b>Policy No.</b> ST11
<b>Approving Jurisdiction:</b> Senate
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b> May 12, 2023

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## Attendance and Participation in Courses Procedure

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### A. DEFINITIONS

1. **Learning Contract:** Learning contracts are agreements negotiated between the student and the instructor with the mutual goal of influencing a change in the student's attendance and participation with the intent to enhance opportunities to learn and flourish.

### B. PROCEDURES

1. In courses where this policy applies, the following procedures may be followed:
  - a. The instructor and the student should attempt informal resolution to resolve matters relating to unsatisfactory attendance and participation in a course. Students who require accommodations to meet expectations for courses where achievement of course learning outcomes require attendance and participation should contact Accessibility Services at KPU.
  - b. If this does not lead to a mutually satisfactory resolution, the instructor has the option of developing a Learning Contract together with the student (see Procedure B.2 – Learning Contracts).
2. Learning Contracts
  - a. The intent behind offering learning contracts is to support student success. It is the responsibility of the student to participate in the development of the Learning Contract. All Learning Contracts will be in writing and will include:
    - i. A quote, taken from the course presentation, outlining the attendance and participation requirements in the course and a current assessment of student progress in these areas;
    - ii. Realistic and explicit steps which the student could take to meet the course learning outcomes that require attendance and participation;
    - iii. The length of time of the contract, which shall not exceed the length of the course;

- iv. The means of evaluating success or failure in meeting the terms of the contract and the consequence if the student is not able or willing to meet the terms of the learning contract.
- v. The signature of the student and the instructor indicating only that the learning contract has been received and discussed.

3. Review of Decision Relating to a Learning Contract

- a. Any student who is in disagreement with the reasons for (or the terms of) the Learning Contract may, in writing, ask the responsible Dean/designate to review the matter for a final decision. The review of decision relating to a Learning Contract must occur before the final grade for the course has been awarded.

## **C. RELATED POLICY**

*ST3 Grade Appeals*

*ST11 Attendance and Participation in Courses*