

The Timeline of an Illinois Central College Academic Term

Keep on track with teaching, learning, assessment, evaluation and record keeping

Spring 2012

Term 2126

Term-Specific Roster Dates :: Spring 2012, Term 2126

	1st Day of Classes	Never-Attendees Reported*	Attendance Roster Generated*	Attendance Roster Due	Grade Roster Generated*	Grade Roster Due
1st 8-week	January 17	January 20	February 8	February 16	March 8	March 21
16-week	January 17	January 27	March 8	March 21	May 8	May 22
12-week	February 13	February 17	March 22	April 3	May 8	May 22
2nd 8-week	March 19	March 23	April 10	April 18	May 8	May 22
<ul style="list-style-type: none"> Census day is February 1 Academic Warning begins January 20 All rosters are due at 9:00 AM 		End of 1 st or 2 nd week, withdraws students who have not attended	Mid-point of class, withdraws students who ceased attending	Mid-point +5 days	Final day of class	Final day of class +5 days

For more on attendance, rosters and grades, see www.icc.edu/innovation >> eServices/PeopleSoft

General Timeline of an Academic Term :: Reporting Requirements, Teaching and Learning Activities

Day 1/ Week 1 Classes begin	Verify your class roster* ; get to know your students & facilitate activities for them to get to know each other	Set clear expectations for communication, class procedures & assignments; ask students for their expectations	Pre-test students' current knowledge of the discipline or subject	Teach from the discipline or subject; <i>do not dismiss early!</i>	Give an assignment using the course syllabus/course information as the "text"
Weekly	Assess student learning, determining if they are grasping the course content	Provide students with feedback on their learning	Evaluate/grade & return assignments with meaningful feedback	Teach from the discipline or subject	Post grades and/or running averages in a timely manner
Within the first 2 weeks	Post academic warnings* , marking <i>never-attendees</i> (students on your roster who have not attended/participated in the class) who will be dropped from the class, by the end of the 1st week in 8- and 12-week classes, by the end of the 2 nd week in 16-week classes				
Mid-point	Post attendance* , marking <i>non-attendees</i> who will be dropped from the class		Remind students to be responsible for their grades & course averages		
Post mid-point (50%+) to 60% of the term	Federal regulations for financial assistance require ICC to report last day of attendance for students using federal financial aid who cease attending/participating in a course past mid-point but before 60% of the term has passed. Students who cease attendance/participation in this limited timeframe should be awarded a grade of FA* , failure as a result of attendance.				
Ongoing	Familiarize students with academic & personal support resources, student life opportunities & ways to get involved on campus	Ask for student feedback about the class, class materials, assignments, pacing, etc.	Post academic warnings* , marking students who are lacking basic skills or not making sufficient academic progress; students will be sent letters in US mail from Advisement & Counseling		
End	Post-test students' knowledge of the discipline or subject	Administer student assessment of faculty	Post final grades* in PeopleSoft		

Course Withdrawal :: Withdrawal dates vary and are listed in the printed and the online class schedules. Withdrawals are accepted online, by mail, fax or in person at the East Peoria Campus (L211), the Downtown Peoria Campus (Thomas 109) or the North Campus (Cedar Hall). Students may withdraw from a class until the date listed on the class schedule. If the withdrawal occurs on or before the listed refund date, the student may be entitled to a refund of tuition. A student is financially responsible for tuition and fees for all classes not officially dropped by the appropriate refund date.

*Class rosters, academic warnings for never-attendees, academic warnings for academic progress and attendance, mid-point attendance, FA grades and final grades are managed through PeopleSoft/eServices. For more information and for step-by-step instructions, locate the Faculty Guide to PeopleSoft/eservices; www.icc.edu/innovation >> ESERVICES/PEOPLESOFT >> ICC eSERVICES FACULTY GUIDE. Visit, call or email the Teaching and Learning Center staff for assistance; 240A on the East Peoria Campus, 694-8908 or tlc@icc.edu