



Rising Scholars Memo

RE: Student submits work for a class in which they are not registered

Effective November 2024

Given the unique nature of correspondence education, we sometimes receive completed student work for a course in which they are not currently registered. This can happen for many reasons.

For example:

- Students getting a syllabus and completing work for a course they never registered for
 - Registered for Art 110, submitting work for Art 111

We have adopted the following framework and best practices to resolve the issue.

Guiding framework:

- All faculty need to use CANVAS – to ensure that faculty are only grading work for students on the official PVC roster.
- If a student is not on the class roster, and faculty have been grading the work, administration will discuss this with the specific faculty member and their division chair.
- Whenever possible, we should support the student and try to find ways to honor the work that has been submitted.
- Submitting work to the wrong class or having work graded when the student isn't registered does not constitute or guarantee enrollment in the course.

Workflow when a student submit works for a course in which they are not enrolled:

If student is not on the roster, and the faculty catch it before they grade it:

- a. Faculty retains work until enrollment is verified by A&R.
- b. Faculty sends email to A&R [admissions@paloverde.edu] (trained in researching rosters) within 24 hours of noting enrollment discrepancy.
- c. A&R will research enrollment status of the student.
 - i. Need to establish whether student is registered in another section

rising.scholars@paloverde.edu

Rising Scholars Committee members: Grecia Alvarez, Tim Bolin, Brandi Chavez, Alma Correa, Sarah Frid, Jeanette Garret, Esther Grijalva, Maria Kehl, Graciela Milke, Guadalupe Ochoa, Sam Robinson, Ger Xiong.

- ii. If they dropped the course (no reinstatement is possible)
- iii. If they were no showed (reinstatement possible)
- iv. If there is an error in the roster between Colleague & Canvas
- d. Once A&R establishes the status of the student’s enrollment:
 - i. If the student is doing work for a course, they are not enrolled in, and this gets forwarded to the Dean of Instruction.
 - ii. If the student is enrolled, A&R notifies the instructor to move forward with grading.
- e. The Dean of Instruction will notify the student, PSCE, CC: the Instructor.
 - i. [Letter template](#)
 - ii. This will be logged and tracked in a shared spreadsheet located in the Rising Scholars team drive.

DLO identifies the issue:

- a. If DLO catches a packet with “Not Enrolled” written on student work, they will send the packet to A&R to research.
- b. Steps c, d, and e from above are followed.



Faculty member checks student roster to ensure all work is submitted by students registered for the course.



A student is not registered for the course. Faculty member does not grade the work and does not return it to student.



Faculty member emails A&R and notifies them of the issue. A&R will research the enrollment status of the student.



Communication between: A&R, faculty member, Instruction and DLO on the status of the student and options.



Letter informing the student they are not registered for the course is sent.

A&R determines the student is registered for the course. Faculty grades and returns work.

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