



## **ATTENDANCE POLICY**

**Policy Title:** Attendance Policy

**Policy Type:** Administrative

**Policy Number:** ADM Policy #03-10-01 (2018)

**Approval Date:** 09/04/2018

**Responsible Office:** Office of the Registrar

**Responsible Executive:** Vice President for Academic Affairs

**Applies to:** College Community

### **POLICY STATEMENT**

Wiley College expects students to attend all classes whether face-to-face or online. The attendance policy helps provide the framework for attendance and standards that guide students to be successful in completing coursework.

Additionally, in order to identify students who have not completed registration responsibilities successfully and students who failed to attend or participated in a registered course for the designated period of time, the following process is used each semester, mini-term, contract term, and summer session. This procedure does not excuse a student from the responsibility of officially dropping a course or withdrawing from the college. The purpose of the policy is to:

1. Identify and administratively withdraw or drop students who have registered for a course or courses but have not completed registration or have not attended or participated in the registered course or courses.
2. Identify and resolve missing grades at the end of each term.
3. Identify the last date of attendance for students who failed a course due to non-attendance.
4. Establish conditions under which a student may be reinstated due to an administrative error.

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**DEFINITIONS**

Show - Attending a face-to-face (F2F) class or demonstrating attendance in a distance or online class before the end of the published census date (twelfth (12) day of class or equivalent for an abbreviated term) for that term. When completing the show/no show report, the last date of attendance should be documented.

No show - Failing or ceasing to attend a face-to-face (F2F) class or failing to demonstrate attendance in a distance or online class before the end of the published census date (twelfth (12) day of class or equivalent for an abbreviated term) for that term. When completing the show/no show report, the last date of attendance should be documented.

Census - The procedure of systematically recording the official count of student enrollment.

Official withdrawal – An official withdrawal refers to an action taken by a student to discontinue his/her enrollment at the college. A student or an administrator can administer the withdrawal.

Unofficial Withdrawal – Occurs when a student does not attend any classes and stops participating in any academic activities beyond the date he/she lasted attended classes. Only an administrator can administer the withdrawal.

**POLICY CONTENTS**

**Class Attendance**

Class attendance is regarded as an obligation and is important to the attainment of the educational goals of students and the College. Students are required to be on time and to attend classes regularly. Attendance should be captured three time during the semester: census, mid-term, and finals. If a student has an “F” grade administer during mid-term or finals, the last date of attendance should be noted. Each instructor must keep accurate and permanent records of class attendance to support grades awarded. The attendance policy is included in the course syllabus and explained at the beginning of each semester by the instructor.

Faculty will log in Canvas daily to record attendance for students on their roster. On the twelfth day of census, instructors will log into the grade portal in JICS and post a “no show” (“NS”) for students who fail or cease to attend a face-to-face (F2F) class or failing to demonstrate attendance in a distance or online class before the end of the published census date (twelfth (12) day of class or equivalent for an abbreviated term) for that term. For faculty teaching online courses, place an “NS” for those whom have not logged into the course, not visited any section, not completed any assignments, or has not contacted the instructor. If a student attends class at least once, the student will be counted as present on the twelve day of census. The Office of the Registrar will send a report to the Vice President, Deans, Department Chairs, and Faculty of those students who have been marked “No Show” for verification of accuracy by the end of the business day

on the first day following the census date.

The Dean of Students, Vice President for Academic Affairs, and Vice President for Student Affairs and Enrollment Management may excuse a student's absence from any class or attendance-required function of the College. Once an administrator has excused a student's absence, the student should submit all notes or documents issued by physicians, parents, college nurse, athletic program, and other materials documenting justification on a timely basis (maximum of one week following an absence) to the instructor on record.

Students are allowed a maximum of one unexcused absence for each semester hour credit for the course. For example, if the course offers three semester hours of credit the student will be allowed three unexcused absences. An absence due to a student representing the College, when properly documented prior to the absence, is an excused absence.

A student, who misses 20% of the scheduled class meetings will receive a failing grade for the course that offers three semester hours of credit (unless excused according to the procedures and standards described above): for classes meeting 3 days per week, 9 days = 20%; for classes meeting two days per week, 6 days = 20%; for classes meeting one day per week, 3 days = 20%. Students who attend a 4-hour class one day a week at the Shreveport Fire and Police Academy (6:00-10:00 p.m.) will receive a failing grade if they miss 1 day (20%) unless excused according to the procedures and standards described above.

Absence from class, excused or unexcused, does not relieve any student of the responsibility for completing assignments and being familiar with the material covered in class. The student is responsible for arranging for make-up work with the instructor of record prior to the absence or departure from campus.

Students must make arrangements with their teachers for making up missed classes, prior to the class absences. Instructors are obligated to assist students who: (a) identify themselves as college representatives from the start of the course, (b) make arrangements for excused absences prior to the period(s) missed and (c) meet the agreed upon documented conditions. Failure to meet agreed and documented conditions removes the excuse and the absence becomes counted as unexcused.

## **PROCEDURES**

### **Beginning of the Semester Course Enrollment Verification and Attendance Reporting**

Faculty are required to confirm that each student who is attending a face-to-face class or demonstrating attendance in a distance or online class is properly registered for that course.

#### **A. Academic Units**

1. Daily faculty will log in to CANVAS to record attendance for students on their roster. On the twelfth day of census, instructors will log into the grade portal in JICS and post a "no show" ("NS") for students who failing or ceasing to attend a face-to-face (F2F) class or failing to demonstrate attendance in a distance or online class before the end

of the published census date (twelfth (12) day of class or equivalent for an abbreviated term) for that term. If a student attends class at least once, the student will be counted as present on the twelve day of census.

2. For Faculty teaching online courses, place an “NS” for those whom have not logged into the course, not visited any section, not completed any assignments, or has not contacted the instructor. The Office of the Registrar will send a report to the Vice President for Academic Affairs, Deans, Department Chairs, and Faculty of those students who have been marked “No Show” for verification of accuracy by the end of the business day on the first day following the census date. If a student attends class at least once, the student will be counted as present on the twelve day of census.

#### **B. Office of the Registrar**

1. The Registrar will review the lists of all submitted “no shows” (NS) to determine if there are any inconsistencies with attendance.
2. The Registrar will drop any student listed as “no show” from the appropriate class.
3. The Registrar will notify the Business Office of the students who are reported as “no shows.”
4. The Registrar will respond to roster files and correcting errors for the purposes of the Title IV enrollment reporting regulations and requirements within 15 days, correct errors within 10 days, and certify enrollment data at least every 2 months (updated every 30-60 days to the [National Student Loan Data System for Students](#)).

#### **C. Office of Financial Services**

1. Student Accounts will monitor JICS for automatic charge adjustments occurring within the current term.
2. Student Accounts will update JICS to adjust charges if changes are occurring outside of current term.

#### **Midterm Advisory Grading and Non-Attendance Reporting**

Faculty must assign a Midterm Advisory grade to record a student’s performance mid-semester or the term’s equivalent. An official grade must be assigned for all students listed on the midterm grade roster and a last date of attendance must be recorded for all students.

#### **A. Academic Units**

1. Each course instructor must input Midterm Advisory grades through JICS, print a midterm advisory grade roster, and submit a signed copy of the midterm advisory grade roster to the department chair or program director by the last day to report midterm advisory grades.
2. When the grade of “F” is assigned, the faculty must record the last date of attendance in JICS and the grade roster.
3. Faculty is expected to have appropriate documentation of the student’s academic activities (e.g., assignment, quiz, examination, etc.) in the course as well as a last date of attendance.

**B. The Office of the Registrar**

1. The Registrar will review the class rosters to identify students who have not attended any of the registered classes by midterm or the term's equivalent.
2. The Registrar will use the Registration Module screen of the Student Information System (JICS) to detail the specific class, place an "NS" in appropriate status box, enter the correct status date of non-attendance for any student who has never attended or demonstrated attendance in a registered class, and update changes.
3. The Registrar will notify the Financial Aid Department to adjust charges accordingly.

**C. Office of Financial Service**

1. Student Accounts will monitor the SIS (JICS) for automatic charge adjustments occurring within the current term.
2. Student Accounts will be notified by the Registrar to adjust charges if changes are occurring outside of the current term.

A student will be dropped from a course for non-attendance or non-payment by the census date.

**Course Reinstatement**

A student can be reinstated into a course from which he or she has been administratively withdrawn or deleted. However, the burden of proof rests with the student when seeking course reinstatement or challenging removal due to non-attendance.

1. The student must formally request reinstatement in writing to the Office of the Registrar. Documentation for such a request requires a supporting statement of continuous enrollment and an explanation of circumstances surrounding the change from the course instructor with approval from the department chair, dean, and Vice President of Academic Affairs.
2. The request must be submitted to the Office of the Registrar within one week of the Census date or the equivalent for a term or session; otherwise, the request will not be honored. The student and the academic department should maintain copies of the written request and supporting documentation until a final decision has been rendered.
3. The Office of the Registrar will use the Registration Module screen to detail the specific course and check the date of the deletion.

PLEASE NOTE: The Registrar will not honor requests to retroactively withdraw students from individual courses or initiate the refund of fees to those who do not follow official College procedures to "drop" courses. The deadline for receiving refunds for dropping courses and the guidelines governing tuition refund for withdrawing from the College are published in the Academic Calendar on the College website. Petition for Change to Academic Records appeals may be submitted when a student requests that the Office of the Registrar reviews extenuating circumstances related to improper withdrawal. Tuition appeals will not be approved for minimal attendance in a class. Valid reasons to grant an appeal are outlined on back of the Petition for Change to Academic Records form.

## **CONTACT(S)**

The Office of the Vice President for Academic Affairs officially interprets this policy. The Office of the Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by the Executive Cabinet for ADM Policy #03-10-01 (2018). Questions regarding this policy should be directed to the Vice President for Academic Affairs.

## **STAKEHOLDER(S)**

Full-Time and Part-Time Faculty  
Students

## **PUBLICATION**

This policy shall be widely published and distributed to the college community to ensure publication and distribution thereof; the responsible office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the College community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate audiences on the policy's content; as necessary
- Educated and train all stakeholders and appropriate audiences on the policy's content as necessary.

Failure to meet the publication requirements does not invalidate this policy.

## **REVIEW SCHEDULE**

- Next Scheduled Review: 09/04/2023
- Approval by, date: Executive Cabinet, 09/04/2018
- Revision History: 07/21/2020
- Supersedes:

## **RELATED DOCUMENTS**

1. Credit Hour Policy #03-10-02
2. Incomplete Grade Awarding and Removal Policy #03-10-04
3. [National Student Loan Data System \(NSLDS\) Reporting Policy](#)
4. Student Withdrawal Policy

## **FORMS**

Student Withdrawal Form