

Policy Title: Non-Attendance Reporting
Policy Type: Administrative
Policy Number: ADM #03-10-13
Responsible Office: Office of the Registrar
Applies to: College Community
Approving Authority Date: Cabinet (2018)
Date of Previous Revision:

POLICY STATEMENT

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.

Non-attendance: 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. Non-attendance does not constitute official withdrawal from the college. There are three check points to provide the last day of attendance: (1) At the end of the census date for a semester or the equivalent for an abbreviated term, (2) Midterm Week Advisory Grading, and (3) at the end of the semester or term.

POLICY CONTENT: NON-ATTENDANCE REPORTING

Phase I: Non Attendance Reporting

Faculty are required to confirm that each student who is not attending a face-to-face class or demonstrating attendance in a distance or online class is properly reported.

Academic Units

1. Daily faculty will log in to Student Information Canvas and System Jenzabar EX myWiley to record attendance for students on their roster. On the twelfth day instructors will log into the grade portal in myWiley and post a “no show” (“NS”) for

students who is not attending 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.

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 of 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.

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. The Registrar will notify the Business Office of the students who are reported as “no shows.”
3. 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](#)).

Office of Financial Services

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

COURSE REINSTATEMENT

A student can be reinstated into a course from which he or she has been reported as No-Show. However, the burden of proof rests with the faculty and student/ when seeking course reinstatement or challenging removal due to non-attendance.

1. The faculty must formally request reinstatement in writing. Documentation for such a request requires a supporting statement of continuous enrollment and an explanation of circumstances surrounding the request for reinstatement.
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 faculty, 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.