Procedure 3.093

Non-Attendance Reporting Procedure

Curriculum

1. Instructors complete attendance for each class and certify the attendance via Self Service within 12 hours after the census date for all instructional modalities.
   o For traditional seated classes, students who never attended class are reported Never Attended (NA).
   o For online classes, students who did not complete the introductory assignment prior to the census date are reported as NA.
   o For hybrid classes, students who neither complete the online introductory assignment nor attend the seated portion of the class are reported as NA.
2. The registrar's office notifies the Deans and office managers if attendance certification is missing for any classes.
3. The office manager records students who are reported as NA on a spreadsheet which is emailed to the Registrar's Office, vice president of student services, vice president of Academic Affairs, Financial Aid, Accounts Receivable and the Blackboard administrator.
4. The director of financial aid reviews the NA list prior to processing payment.
5. Accounts receivable cross walks informer reports with reports submitted by office managers to verify authenticity and correctness.
6. Any changes after reports are submitted to the Registrar's office must be approved by the vice president of Academic Affairs.
7. The Registrar's office deregisters all students reported as never attended and the Business office runs bill.

Continuing Education

1. For regularly scheduled classes, instructors complete the attendance reports for each of their classes and submit the original copies to their supervisor.
   a. For regularly scheduled classes (membership), students who have never attended class are considered NA (Never Attended).
   b. In online classes, students should be reported as NA if the student has not completed the introductory assignment prior to the census date.
2. The continuing education records specialist uses the 10% census date recorded in College Information System, compares it to the attendance sheets and/or Blackboard system reports, to determine if Full Time Equivalent can be captured for the student.

References

Legal References: *Enter legal references here*
SACSCOC References: *Enter SACSCOC references here*
Cross References: Academic Policy

History

Leadership Council Review/Approval Dates: [Leadership Council Review/Approval Date]
Senior Staff Review/Approval Dates: *04/24/2017, 05/22/2017, 4/17/2023, 05/23/23*
Board of Trustees Review/Approval Dates: [BoT Review/Approval Date]
Implementation Dates: *Enter date(s) here*