

Faculty Attendance Reporting Policy

Date Effective: Fall, 2014

Issued By: Faculty Senate

Contact: Registrar's Office, 814-393-2229

Purpose:

Student attendance information will be collected from faculty during the 1st, 3rd, and 6th weeks of a regular term and during the first week for summer and winter intersession.

- 1st week attendance: to confirm schedules and maximize class availability
- 3rd week attendance: improve student retention
- 6th week attendance: compliance with federal auditing procedures

Policy:

Faculty will submit attendance information for students through MyClarion for students enrolled in their classes.

- 1st week attendance: submitted after the first class meeting; monitor and update the attendance roster the remainder of the week.
- 3rd week attendance: submitted during the third week for freshmen
- 6th week attendance: submitted during the sixth week for all students

(Attendance information for summer sessions and winter intersession will be collected during the 1st week of each session.)

Procedures:

First week attendance – faculty will submit attendance information after their first class meeting and monitor and update the attendance roster the remainder of the week. The Registrar's Office will update attendance rosters daily to reflect new additions and deletions to the class roster. The Registrar's Office will start reviewing never attended responses starting on the third class day of a regular term. The Registrar's Office may drop students from courses if the instructor indicated never attended and will email the student. The Registrar's Office will utilize a variety of information to determine whether the student is not attending all of their classes – no show information from Residence Life, enrollment confirmation, attendance information, and whether the student paid their

bill for the term. If the information appears to show that the student is not in attendance, the entire class schedule may be dropped.

Third week attendance – attendance responses will be sent to UASC for follow up to support retention efforts.

Sixth week attendance – the Registrar's Office will notify all students reported as never or stopped attending at the end of the 6th week attendance collection period. Students who are not attending should follow normal withdrawal procedures. Attendance responses will also be sent to UASC for follow up.