

3357:13-14-401 Procedures for Monitoring Student Attendance

Initial Student Attendance (for students who never attend or are attending without being officially registered) Students are expected to attend and participate in their classes; therefore, faculty must monitor student attendance and participation and incorporate these requirements into their course syllabi.

- (A) The Student Records office will initiate the attendance reporting process by informing the faculty the student information system is now open to input information on non-attendance. Faculty will access the course rosters through the portal and mark the name of any student on the roster who has NEVER attended by noon on the second Friday of the term – alternate dates will be determined each term for courses that do not begin during the first week of the full semester.
- (B) Faculty must review the roster to determine if there is a student sitting in class who is not listed on the course roster, notify the student they are not listed on the roster and refer that student to the Student Records office.
- (C) Students who have been indicated as “never attending” on the Attendance Report roster will be withdrawn from class. Students withdrawn in this manner may be readmitted to their class with the approval of the faculty member and the Dean and/or Assistant Dean and consultation with the financial aid office.

Effective: May 1, 2015

Expires: May 1, 2020

Review Dates: 5/1/15