Attendance Guidelines
Effective January 1, 2013

Attendance Reporting and Attendance in Classes

Background

Attendance reporting is critical to the College and the students of the College. It affects student eligibility for financial aid and scholarships, distribution of financial aid to students, and eligibility for veteran’s educational benefits. A student who does not attend or has stopped attending may be required to re-pay some of the financial aid he or she has already received.

There has been confusion in the past about who is allowed to attend a class, especially regarding those students who are not on the class list for one reason or another. A number of potential civil liability issues may arise for both the College and the faculty when students attend classes for which they are not enrolled.

These guidelines are intended to help to clarify issues relating to attendance reporting and allowing students to attend class meetings. However, faculty members are encouraged to use their judgment in deciding the best course of action for a given situation.

General Procedures

Attendance Reporting:

To report attendance, login to your “MyPellissippi” account, click on the “Faculty” tab, and click on “Faculty Academic Services.” From the menu, click on “Attendance Reporting,” select the correct term from the dropdown menu, and choose the course for which you wish to report attendance from the next dropdown menu. Make sure when reporting attendance that you click the “Submit” button on each page and that you submit an attendance report for each of the “Record Sets” at the bottom of the page.

Instructors should report attendance frequently (at least once per month). However, after the initial reporting period (first week of class), faculty should report only changes: students who have stopped attending or have resumed attending after being reported as not attending. For students who have attended consistently and have been reported as attending, no changes need to be made in the attendance report.

Due to federal financial aid regulations, the College has to report students who have stopped attending within 30 days. Therefore, it is critical that faculty report attendance accurately and frequently. Faculty should not wait until the end of semester (when grades are due) to report students as stopped attending. They should not backdate to the time when a student stopped attending, as that raises serious Financial Aid issues.

Revised – March 7, 2013
Checking Class Lists and Allowing Attendance:

The class list in Banner (found by logging in to your MyPellissippi account, clicking on the “Faculty” tab, clicking on “Faculty Academic Services,” and choosing either “Summary Class List” or “Detail Class List” from the menu) is the official student list for each of your classes. This is the list you should go by to determine who is enrolled in your class. Faculty members are responsible for checking their official class lists in Banner often during the semester—i.e., at least twice a month.

NOTE: Your “Class List” in D2L is not the official class list. Most of the time, the D2L class list will synchronize with Banner, but not always; please do not rely on the D2L class list. Check Banner frequently for the official class list.

Generally, only students who are officially enrolled in your class for credit or audit are allowed to attend. Students are enrolled in your class if the Banner class list, in the “Registration Status” column, states anything other than “Dropped,” “Drop/Retain Course,” or “Withdrawn Course.”

What and When To Report

1. Attendance must be reported during the first week of classes for all sessions: full semester, 4 weeks, 5 weeks, 10 weeks, etc.:
   - Students who do not attend are reported as “N” (not attending).
   - Students who have attended at least the majority of one class meeting are reported as “Y” (attending).
   - Students who attend a minimal portion of one class (e.g., pick up a syllabus and leave) are considered not attending and should be reported as stopped (S) as of that date.
   - A student who contacts the instructor to report that he or she will not attend during the first week, but will attend later, should be reported as not attending. never attended.
   - For web and hybrid classes, simply logging into the course does not constitute attendance during that first week. For a hybrid class, attending a physical class meeting during the first week constitutes attending. In order to be considered “attending” a web class, the student needs to actively engage in the requirements of the course (taking quizzes, uploading homework; providing meaningful posts to discussions; etc.). Many instructors of web courses require students to complete several assignments during the first week to determine if they are “attending.”

2. If a student has been reported as not attending during the first week of class and subsequently starts attending, the instructor should change the student’s status to attending by changing the “N” to a “Y” and deleting the last date of attendance.

3. When a student has not attended class for an extended amount of time, the instructor should report the student as stopped attending (the “S” option in the attendance report) and enter a last date of attendance. The “extended amount of time” will vary depending on the length of the term. (Although some time frames are provided below, the instructor should use his or her judgment about how long an absence is “long enough” to report the student as stopped attending.)

Revised – March 7, 2013
Typical "extended" periods might be the following:
- for a 15-week class, about two weeks;
- for an 8-week class, about one week;
- for a 4-week or 5-week class, two to three class meetings.
- For a web class, a student has stopped attending when he or she no longer actively participates in the requirements of the course; this might mean not completing assignments or activities for the requisite number of weeks, missing several deadlines, or turning in numerous assignments that show very little or no effort. In the case of a student that has stopped attending a web course, the last date of attendance should be the last date of meaningful activity.

4. If a student who stopped attending has resumed attending the course for at least two to three consecutive class meetings, the "S" should be changed to "Y" in the attendance report and the last date of attendance removed.

5. If a student who stopped attending returns to class only for the last class meeting or the final exam, the student's last date of attendance should be the last date of regular attendance as reported previously. Simply returning to class on the last class meeting or for the final exam does not constitute "attending."

6. If a student is reported in error as not or stopped attending, the instructor should correct the attendance report by changing the "S" or "N" to "Y" and removing the last date of attendance. This should be done as soon as the instructor realizes the error has been made.

When To Allow and Not To Allow Students To Attend

1. Students that are officially enrolled in a course for credit or audit are allowed to attend class meetings—in fact, they should be required to attend.

2. If a class is full when the semester starts, non-enrolled students generally should not be allowed to attend the first class meeting in the hope that someone will drop the course so they can add it. This also applies to students who are expunged prior to the start of the semester (since the class is full, the student will probably not be able to re-enroll).

3. If a student is dropped or has withdrawn from your course, the student is not enrolled and is therefore not permitted to attend. Students who have withdrawn from a class are not permitted to "sit in" the class after withdrawal.

4. If a student was dropped or expunged from the class prior to the start of the semester, you may allow the student to attend the first class meeting or two until the issue is resolved if
   - the class is not full,
   - the student is working to resolve the issue, and
   - the student can provide evidence that he or she was once enrolled in the course (for example, his or her registration or a class schedule from Banner).
   Note, however, that you should not allow the student more than three college business days to resolve the issue.

   Note for users of D2L: Once a student is dropped from the course, he or she will no longer have access to the course in D2L. In order for that student to participate in

Revised – March 7, 2013
course activities and have access to the on-line materials, you will have to manually “re-enroll” the student in your D2L course. To do this, go to the class list in D2L; click “Add Participants”; click “Add existing users”; enter the person’s name in the search box; and click “Search.” You will see a list of people who match your search criteria. Click in the checkbox next to the correct student’s name and be sure to select the role you want to give the student, which is “Banner-Student.” Then select the course in which to “enroll” the student and click the “Enroll Selected Users” button at the bottom right. The student should then appear in your class list in D2L. This DOES NOT officially re-enroll the student in the course with the Records office; it only allows access to the material you have available in D2L.

5. If a student is dropped from your class after the semester starts, it might be due to an expunge or some financial aid or payment issue. Notify the student, in private, that he or she is no longer on your class list and should contact the cashier or financial aid office to determine the reason for the drop. You may allow the student to continue attending while addressing the problem so that he or she can keep up with the content of the course in the interim, but emphasize that the issue must be resolved quickly or the student will not be allowed to continue attending. Again, allow the student a reasonable amount of time to resolve the issue—i.e., a maximum of three college business days—unless the cashier’s office or financial aid office provides some documentation that the issue will take longer to resolve. (If you require proof of an effort to become re-enrolled, you may ask the student for a note signed by someone in the financial aid or cashier’s office.) It is your responsibility as the instructor to check your class list in Banner to see if the student is re-enrolled in the class.

6. If a dropped student is not reinstated in your class within a reasonable amount of time, that student should no longer be allowed to attend. Although these guidelines allow three college business days, use your judgment about what a “reasonable” amount of time is based on the circumstances, length of time left in the term, etc. Regardless of the amount of time allowed for resolution and re-enrollment, after that time has passed, the student should no longer be allowed to attend unless he or she is reinstated on your class list.

7. If a student is failing the class, whether because of grades or exceeding the maximum absences allowed by the College’s attendance policy (see Academic Standards, Policy 03:11:01; section X, Attendance Policy), the student is still considered enrolled in the course and is allowed to attend class meetings. An enrolled student should not be denied the opportunity to attend class simply because he or she is failing the course.

Contact Information

If you have any questions about attendance reporting or a situation regarding a student attending one of your courses, please contact:

<table>
<thead>
<tr>
<th>Financial Aid Office</th>
<th>694-6566</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bursar</td>
<td>539-7203</td>
</tr>
<tr>
<td>Cashier’s Office</td>
<td>694-6605</td>
</tr>
<tr>
<td>Registrar</td>
<td>539-7130</td>
</tr>
<tr>
<td>Campus Deans:</td>
<td></td>
</tr>
<tr>
<td>Blount County</td>
<td>981-5302</td>
</tr>
<tr>
<td>Division Street</td>
<td>971-5216</td>
</tr>
<tr>
<td>Magnolia Avenue</td>
<td>329-3101</td>
</tr>
</tbody>
</table>

Revised – March 7, 2013