

IMPORTANT ATTENDANCE ACCOUNTING CHANGES

EFFECTIVE FALL 2008

OFFICIAL GRADE AND ATTENDANCE ROSTER - "OPENING DAY ROSTER"

- An "Opening Day" roster, along with the Add Code List, will be distributed in faculty mail boxes. "Unofficial" rosters will be available on Faculty Web Services about a week prior to opening day.
- Faculty will only be required to mark student absences **through the census date (add/drop deadline)**.
- The Official Grade and Attendance roster should be returned to the Admissions and Records office, in the envelope provided, **no later than two weeks** after the census date.
- Faculty should submit the Independent Study contracts with the "Opening Day" roster.
- Faculty may download an updated class roster from Faculty Web Services anytime after opening day.

POSITIVE ATTENDANCE CLASSES – NO CHANGE

- An "Opening Day" positive attendance roster, along with the Add Code List, will be distributed in faculty mail boxes.
- Total attendance hours by student will be submitted at the end of the semester/session using the online grade sheet .
- There will not be a change for faculty teaching classes that use the automated attendance tracking system.
 - The system will maintain attendance hours by student.
 - Total hours by student will be displayed on the Online Grade sheet at the end of the semester/session.

DROPS /WITHDRAWALS

- Faculty are required to drop students who are "no shows" or who have stopped attending up to the census date (using the online drop sheet).
- If there are no students to drop, mark the "no drops to report" button by noon on the census date.
- An email "reminder" will be sent to faculty prior to the census deadline.
- Faculty will continue to drop Veteran students in a timely manner and enter the last date of known activity in order to comply with regulations. Note: new indicator for Veteran students is "FED."

WITHDRAWAL DEADLINE

- An email "reminder" will be sent to all faculty asking those who chose, to withdraw students who have stopped attending after census (at their discretion). The purpose is to clean up the roster prior to the availability of the final grade sheet.
- It is the instructor's discretion to withdraw a student after the add/drop deadline due to excessive absences.

CLASS SYLLABUS

- **All faculty will include the following statements in the class syllabus for each class:**

- It is the student's responsibility to drop all classes in which he/she is no longer participating. (**for online classes**).
- It is the student's responsibility to drop all classes in which he/she is no longer attending (**for on campus classes**).
- It is the instructor's discretion (choice) to withdraw a student after the add/drop deadline (include date) due to excessive absences.
- Students who remain enrolled in a class beyond the published withdrawal deadline, as stated in the class schedule, will receive an evaluative letter grade in this class.

Attendance: If the final grade in a class is affected by attendance (active participation in the class) , it must be stated in the class syllabus as follows:

- The final grade in this class will be affected by active participation, including attendance, as follows:
(instructor to define specifically how attendance, including participation, will affect final grade in the class.)

GRADE SUBMITTAL

- Faculty will continue to process all grades online.
- An electronic signature on Faculty Web Services will serve as verification that the faculty member is certifying the authenticity of the grades. Paper rosters will no longer be submitted at the end of the term, **except for Positive Attendance classes**.
- Faculty will submit the Assignment of Incomplete form and the Tutorial Referral Codes at the end of the class, after grades are assigned.
- **For Positive Attendance classes**, total attendance hours by student, will be submitted using the online grade sheet at the end of the class. Paper rosters, indicating the actual daily attendance must also be submitted at the end of the class.

STUDENTS IN FEDERAL PROGRAMS – FINANCIAL AID AND VETERANS

- Financial Aid and Veteran students will be indicated on the roster with FED (replaces VET).
- Faculty will continue to enter the last date of "known activity" for Veteran student drops/withdrawals in order to comply with regulations.
- Faculty will be required to enter the last date of "known activity" for all students enrolled in a federal program (Veterans and Financial Aid) when the student is assigned an 'F' grade.

Questions? Contact District Student Services 388-6922.