

## Procedure 3.093

### Non Attendance Reporting Procedure

#### Curriculum

1. The registrar's office prints the 10% attendance reports, preferably the morning after each online census date.
2. The office managers/assistants pick up 10% attendance reports from the registrar's office and distribute to instructors.
3. Instructors complete the 10% attendance report (up to the census date) for each of their classes and submit the original copies to the office manager/assistant within **10-14** days.
  - For face-to-face classes, students who have never attended class are considered NA (Never Attended).
  - In online classes, students should be reported as NA if the student has not completed the introductory assignment prior to the census date.
4. The office manager/assistant records students who have been reported as having NA on a spreadsheet which is emailed to the Registrar's Office, vice president of student services, vice president of academics, Financial Aid, Accounts Receivable and the Blackboard administrator.
5. The director of financial aid will review the NA list prior to processing payment.
6. Accounts receivable will cross walk informer reports with reports submitted by office managers/assistant to verify authenticity and correctness.
7. Any changes after reports are submitted to the Registrar's Office must be approved by the vice president of academics.

#### 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.

## Procedure

### References

**Legal References:**

**SACSCOC References:** *Enter references here*

**Cross References:** [Academic Policy](#)

### History

**Senior Staff Review/Approval Dates:** *04/24/17, 05/22/2017*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*