Attendance Tracking Procedures—In Brief

Faculty must track attendance in their classes (including both online and hybrid courses) in order to report when a student either:

A) Never attends their registered class, or B) Stops attending a registered class.

This will allow the University to process an administrative withdrawal. If this procedure is not followed, and the University fails to report unofficial withdrawals, then the University will face severe financial penalties.

To assist with this necessary reporting, Professors will access the Faculty Mid Term Grade Worksheet on Banner Self-serve. For the Spring 2013 semester, this form will be available beginning January 14, 2013 through April 1, 2013.

The following classifications and time frames will be used by Faculty for this procedure:

A) **NA** code: Never attended. If a student doesn’t attend your course for the following timeframe:
   1) A course that meets two or three times a week should be tracked for the **first three** scheduled meetings
   2) A course that meets one time a week should be tracked for the **first two** scheduled meetings.
   3) Then the code of **NA with a LAST ATTEND DATE** needs to be entered for that student on the Faculty Mid Term Grade Worksheet. This code should be used for the reporting timeframe for the Spring 2013 semester from January 14, 2013 through February 1, 2013. The date that should be entered next to the code is the first day that the class meets.

B) **SA** code: Stops attending. If a student stops attending your course after the first meeting and before March 29, 2013, then this code should be assigned for the following timeframe:
   1) A course that meets two or three times a week should be tracked for **three consecutive** scheduled meetings
   2) A course that meets one time a week should be tracked for **two consecutive** scheduled meetings.
   3) Then the code of **SA with a LAST ATTEND DATE** needs to be entered for that student on the Faculty Mid Term Grade Worksheet.