

**CLOVER PARK TECHNICAL COLLEGE  
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
5	9P	Student Attendance	Adopted 2004	Campus Forum	Reviewed 2020
			Revised 2020	06-08-2020	Next review 2023

**PROCEDURE**

1. Faculty will have access to and use Instructor Briefcase as the official source for class rosters.  
NOTE: CANVAS or any other Learning Management System, is not considered to be the official class roster.
2. If a student is absent for the first two class sessions without making arrangements with the instructor, or if the student does not comply with the established attendance policy for the class or program, the faculty member must notify the Enrollment Services and Student Aid & Scholarship offices using the Vanish Submission Form located on the staff intranet under quick links:
  - Notification by faculty should occur within ten (10) days of the student's last day of attendance.

By the 10<sup>th</sup> day of each quarter, faculty will reconcile their class rosters and notify Enrollment services if there are students in the class(es) that do not appear on the class roster. Students will need to bring a signed approval to register form to Enrollment Services to be enrolled in the class.

3. Throughout the quarter, faculty are responsible for initiating retention measures when a student misses class. When a student has missed two (2) class days without contacting the instructor, faculty should inform the Advising & Counseling office through the current retention software notification system. If the student continues to miss class and it's determined that the retention efforts are unsuccessful per the program attendance policy, the faculty member is responsible for notifying the Enrollment Services and Student Aid & Scholarship offices so the student will be dropped from class according to Federal Financial Aid rules. The information faculty must provide is listed in step 2 above.
4. At the beginning of the ninth (9<sup>th</sup>) week of each quarter, the Registrar or designee will send an email requesting faculty to check class rosters for the following:
  - All students attending the class are on the roster.
  - Student not attending must be reported to the Enrollment Services and Student Aid & Scholarships offices.
5. By the end of the ninth (9<sup>th</sup>) week of each quarter, faculty will notify the Registrar or designee of the following:
  - Students attending class(es) who do not appear on the roster(s).

- Students not attending who have been reported to the Enrollment Services and Financial Aid offices.

APPROVAL:

By: 

Date: 06/17/2020

Scott Latiolais, Vice President for Student Success