



**Rowan College  
of South Jersey**

Administrative Procedure: 8203

**STUDENT ATTENDANCE DOCUMENTATION**

Daily and accurate student attendance records are to be maintained throughout the semester by each faculty and adjunct faculty member. Faculty and adjunct faculty must adhere to the Published Faculty Entry Timeframes (FET) posted on the Faculty Portal when entering attendance verification. Faculty and adjunct faculty members will submit attendance records to the dean at the end of each semester-and the records will be retained by the division in accordance with established practices.

Faculty and adjunct faculty members are requested to make their class attendance rationale and procedures clear to all students in the beginning of each semester in the course outlines.

A student who registers for a course and never attends a class session will be assigned the final grade of Never Attended (NA) by the faculty member during the third week of class according to the timeframes published by the Office of Student Records. Documenting attendance in an online class must be demonstrated by student's participation in an academically related activity prior to the third week of class. The NA grade is a final grade and the student will not be eligible to withdraw from the course. The grade of NA does not affect a student's GPA, but may have an adverse effect on financial aid.

Patterns of excessive absence shall be reported by each faculty member at the time of submission of the Early Alert report.

Area: Student Services

Approved: 07/01/19

President's Authorization:

A handwritten signature in black ink, appearing to read "James Kealey".

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *3303 Student Attendance* and *8203 Student Attendance Documentation*

Rowan College of South Jersey Administrative Procedure, *3303 Student Attendance*

Administrative Procedure: 8203 Student Attendance Documentation