



## 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 established timeframes published on the Portal (Gloucester Campus) or Website (Cumberland Campus) when entering attendance verification. On the Cumberland Campus, attendance is entered weekly. Faculty and adjunct faculty members on both campuses will submit attendance records to the dean at the end of each semester. 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 according to the timeframes published by the Office of Student Records/Registrar. Selective Admissions programs may have different timeframes for entering NA final grades. Contact each division regarding specific timeframes. Documenting attendance in an online class must be demonstrated by the 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. The Cumberland campus uses an "X" grade. The "X" is earned when a student has attended a course at least once but discontinues their attendance by the census date of each term and is assigned at the discretion of the Professor.

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

Area: Student Services

Approved: 07/01/19

Revised: 06/08/21

President's Authorization: \_\_\_\_\_

A handwritten signature in black ink, reading "Julie Keating", written over a horizontal line.

#### 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*