Introduction

Southern Connecticut State University is required to collect attendance one-time at the start of each term or part-of-term for all courses and enrolled students to meet both federal and state reporting requirements and to complete enrollment verification prior to the disbursement of financial aid funds. The following pages provide the Attendance Policy, Guidelines for Attendance Reporting, Reporting Procedures, and Reinstatement Procedures.

Attendance Policy

Regular class attendance is expected by the University and is the responsibility of the student. It is the responsibility of the student to understand the attendance policy in each course he or she takes, as outlined in each course syllabus.

When absent, students remain responsible for finding out what class activities occurred during the absence and making up missed work if the instructor permits it. When a student knows in advance that it will be necessary to miss a class session, the student should inform the instructor.

When a student has missed a significant portion of coursework, which may be difficult or impossible to make up, the student should confer with the course instructor to explore options, including withdrawal or late withdrawal from the course. The student also may consult with an Academic Adviser, the Dean of Students or designee, or the Registrar's Office to consider various options.

Absences occasioned by official University activities, such as participation in conferences, intercollegiate athletic events, musical performances, and other events, must be documented in advance through the Office of the Dean of Student Affairs. A student that knows that such absences will occur shall confer with the instructor in respect to such absences. Students may contact the Office of the Dean of Student Affairs with questions about the University's policy on class attendance.

Policy on Reporting Non-Attendance or Non-Participation

In order to ensure compliance with the United States Department of Education (US DoE) financial aid reporting requirements, Southern Connecticut State University monitors attendance and reports all students who stop attending or participating in on-ground classes or stop participating in online classes to the US DoE. This policy pertains to undergraduate and graduate students.

Group 1: Students who never attended/participated Students who have never attended or participated in a class by the end of the second week of the semester will be reported to the Registrar via the designated electronic reporting portal. The student will be removed from the class roster by the Registrar's office, unless approved for reinstatement in the third week.

Group 2: Students who stopped attending/participating Students who have attended at least one class must be reported as attended but will receive a grade of FS. The faculty member will enter this grade and include the last date of participation when submitting both midterm and final grades. The FS grade will appear as an F on student transcripts.

Guidelines for Attendance

Instructors are required to schedule, at a minimum, weekly opportunities for academic engagement in the course during the attendance reporting period. The Registrar’s Office will open the attendance reporting system to be collected within the first two weeks of the term. During the
Attendance Reporting

third week, instructors may consider requests for reinstatement based on the course attendance policy; thereafter, reinstatement due to extenuating circumstances requires approval by the Dean of the college/school.

If a student has attended at least one class meeting, or participated in an academically related activity, mark them as ‘Attended’. Students not on the class roster should not be permitted to attend your class.

Students who started the course but stopped attending must also be reported as ‘Attended’. Instructors will report the last date of attendance for a student who stopped out when submitting both midterm and final grades (see ‘Stopped Attending’ in the Grade Reporting Guide).

**Academically Related Activities**
- Attending a class where there is an opportunity for direct interaction between the instructor and students
- Submitting an academic assignment
- Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction
- Attending a study group that is assigned by the school
- Participating in an online discussion about academic matters
- Initiating contact with the instructor to ask a question about the academic subject studied in the course.

**Activities that do not Constitue Attendance**
- Living in institutional housing
- Participating in the school’s meal plan
- Logging into an online class without active participation
- Participating in academic counseling or advisement

**Attendance for Learning Outside the Classroom**
Students may start a practicum later than the start of the semester and may be reported as in attendance, so long as they are registered and making progress towards starting a pending placement, and if all the following apply:

- All students in the program must participate in practicum or clinical experience and its completion is required for graduates to apply for licensure or authorization or practice occupation those students intend to pursue;
- The school has little or no control over the length or start/end dates of practicum or clinical experience. This may be due to constraints imposed by outside licensing bodies, or the need to accommodate schedules of entities with which students are being placed (e.g., school districts or hospitals, etc.); and
- The student is registered for the number of credit hours associated with practicum or clinical experience in the semester in which most of the training occurs, even if starting and ending dates do not exactly align with term dates and/or overlap with another term.

Any student who fails to start the placement as scheduled, must be promptly reported as ‘Never Attended’ to the Registrar’s Office at attendance@southernct.edu.

A late drop appeals may also be considered by the college or school Dean if the student placement was cancelled by the agency after the add/drop registration period closed for the term.
Reporting Attendance
Students reported as having 'Never Attended' a class, will have their registration status changed to 'Never Attended’ (NA). This will remove the student from the class roster and an 'N' will be reported on the transcript. The Registrar’s Office will notify both the student and instructor about the 'Never Attended’ enrollment status.

Access the Class Roster
- Login to https://login.southernct.edu
- Click on Banner Web
- Select Faculty Services
- Select Attendance Reporting
- Highlight Course to Report
- Click Submit

To Report All Students as ‘Attended’
Report any student who has engaged academically in the course at least one-time as ‘Attended’. If all students have ‘Attended’, just click Submit. Do not highlight any names on the ‘Attended’ list, that would move them to the ‘Never Attended’ column in error.

To Report Individual Students as ‘Never Attended’
To move a student to the ‘Never Attended’ list, highlight the name(s) in the ‘Attended’ column on the left and click ‘Submit’. When you refresh the page, you will see that only the highlighted students moved to the ‘Never Attended’ column upon submission.

Making Changes
To move a student back to the ‘Attended’ list, highlight the name(s) in the Never Attended column on the right and click ‘Submit’. When you refresh the page, you will see that only those students moved back to the ‘Attended’ column upon submission. The reporting period remains open for changes up to the attendance reporting deadline.

Class Roster Additions
If students are added to your class roster after you have initially reported your attendance, their name(s) will appear in red to have attendance verified. For this reason, you may receive a notice from the Registrar’s Office regarding outstanding attendance reporting for this course. To verify
they 'Attended', simply click 'Submit'. To report them as 'Never Attended', highlight the name(s) within the left list, and click 'Submit'.

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**Reinstatement**

Instructors may approve reinstatement to the class during the third week of the term. To ensure timely processing of reinstatements, Instructors are asked to reply to the original 'Never Attended' email from the Registrar’s Office as all the pertinent student and course information is detailed in that correspondence.

Requests received after the reinstatement deadline, must be approved by the Instructor and the appropriate college or school Dean. Instructors must copy the Dean for approval when submitting the request.