

**CLOVER PARK TECHNICAL COLLEGE  
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
5	9P	STUDENT ATTENDANCE	Adopted 2004	Campus Forum 2024	Reviewed 2020, 2024
			Revised 2020, 2024		Next review 2026

Faculty will have access to and use ctLink faculty self-service class roster as the official source for class rosters.

NOTE: EAB Navigate or other retention software system, CANVAS or any other Learning Management System, are not considered to be the official class roster.

1. If a student is absent for the first two class sessions or misses the first two class assignments in an asynchronous class without making arrangements with the instructor, the instructor must notify the Enrollment Services and Student Aid & Scholarship offices using the electronic Vanish Submission Form, located on the staff intranet under the More Links heading, by the ninth (9<sup>th</sup>) instructional day of each quarter.
2. If a student stops attending and has not withdrawn from the class by the end of the seventh (7<sup>th</sup>) week of each quarter, the faculty member will assign a vanish (V grade) with the last date of attendance OR the grade earned in the grade roster by the grade due date.
3. By the ninth (9<sup>th</sup>) instructional 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 or
  - If there are student names on class rosters and students have never attended.

Throughout the quarter, faculty are responsible for initiating retention measures when a student misses a 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.

At the beginning of the ninth (9th) 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 and notify the Enrollment Services office using the electronic add/drop form located on the Enrollment Services forms webpage.
- Students not attending must be reported to the Enrollment Services and Student Aid & Scholarships offices.

NOTES:

1. Attendance in a class or classes does not equate to hours required by licensing agencies
2. Students not in compliance with the established attendance policy for the class or program may forfeit the right to continue.

APPROVAL:

By: Dean Kelly  
Dean Kelly, Vice President of Student Success

Date: 5/21/24