

## **FACULTY AND ROSTERS: KEEPING RECORDS FOR THE RECORDKEEPERS**

### **Faculty question:**

### **Enrollment Service's answer:**

Why should I mark a student as a never-attender at the beginning of the semester? After all, aren't we to be teaching responsibility?	Yes, we are to teach responsibility. But the never-attender process is more than that. First, faculty tell us that a clean class roster is very important. Removing a student who never attends your class cleans the roster. Secondly, we are all taxpayers and we want ICC to use taxpayer dollars wisely. If you don't mark a student as a never-attender, they are permitted to receive financial aid dollars for the enrollment into your class even though they are not attending.
If I don't mark a student as a never-attender at the beginning of the term, can I do it at midterm?	Sure. However, the institutional benefit of the never-attender process has been lost at this point. The student has already received more financial aid dollars than they should have and it's likely ICC will not get repaid. It's probably best to mark them as a non-attender. The student will receive a W grade that does count against them for future financial aid.
Sammy Somewhatabsent hasn't shown up for class in two weeks. Has he officially dropped my class?	Maybe. Your departmental administrative assistant can run a report that shows all enrollment activity (adds and drops) from your class(es). This report can be run for the entire enrollment period or for shorter time periods.
Does ICC have an attendance policy?	No. This is left up to each faculty member to determine and then communicate with their class through the syllabus. For financial aid purposes, you will need to be able to determine last date of attendance for students who withdraw or stop attending.
Can I administratively withdraw a student from my class?	Yes, but only at specific points in the term. You can remove students through the never-attender process at the beginning of the term and through the non-attendance process at the midpoint of the class. Otherwise, the only reason a student can be administratively withdrawn is for disciplinary reasons.
I haven't seen Stevie Student since the first class meeting. Can I withdraw him as a never-attender?	No. Since he attended one class session, he should be marked as a non-attender at midterm.
What is the purpose of the attendance roster?	Apportionment dollars are one of three funding sources for the College. ICC gets reimbursement dollars for the number of credit hours enrolled by midterm and that are successfully completed.
Terry Transferstudent told me she needed her grade posted right after the final so that she can be accepted to ISU. Can I help her?	Yes. As long as you enter the final grades for Terry's entire class and complete the POST grade process, Terry's transcript will show the final grade that she earned in your class. She can then request that her transcript is sent to ISU for admission. Almost 95% of faculty post final grades to student records each semester. That's a big student benefit!!!