



Alcorn
State University

MEMORANDUM

DA: September 25, 2018

TO: Deans

FR: Donna M. Williams

Interim Vice Provost for Academic Affairs

RE: MONITOR CLASS ATTENDANCE AGAINST VERIFIED CLASS ROLLS

It is assumed that each student will consider attendance an absolute requirement. It is the student's responsibility to attend every class the scheduled length of time. Faculty are responsible for monitoring attendance and should keep class attendance records.

Scenarios abound where the student's name may not appear on the roster, though the student is still attending classes. For these reasons, monitoring class attendance against the class roster is paramount:

- Student has not *completed* registration, even though the student had adequate and sufficient financial aid to cover housing, tuition, and fees.
- Holds have been placed on a student's registration. Students who have a financial obligation to the university may have a hold placed on their records even though the student may have already scheduled courses months earlier during (pre)registration.
- Student has not applied for admission or re-admission.
- Student is not enrolled for the specific course/section.
- Student has been dismissed (disciplinary, athletic, academic) from the university. Students who have been dismissed at the end of the preceding term may have pre-registered and may be attending classes when not authorized to do so.

Provided are common/actual case scenarios where failure to record regular attendance *vis-a-vis* verified class rolls created legal, IHL, auditing, SACSCOC, and for which deans/chairs should not approve a grant of grade:

- A student attends class the entire semester and is not on the class roll. At the end of the semester, a faculty wishes to give the student a grade.
- A student attends wrong class, and doesn't realize it until a "UW" is received in actually enrolled class. Then, student wants to be enrolled in the unregistered class after the "UW" period.
- A student allegedly performs an "internship" but is not currently enrolled/registered for the "internship course" and in subsequent semester seeks retroactive credit/enrollment (e.g., in subsequent semester when financial aid is available).
- Unregistered student remains undetected because attendance is not regularly recorded. Student violates university code of conduct (e.g., brings firearm to campus, assaults student, damages property, or violates Title IX anti-harassment policy).

Class attendance is key to student academic survival and success. Attendance affects:

- Scholarships
- University academic good standing
- Continued progress towards degree (e.g., prerequisites for registration)
- Conferral of your degree
- Eligibility for financial aid, athletic participation, veteran's benefits, etc.
- Status for honors awards
- Student learning outcomes

Students who attend classes for which they are not registered and paid must be removed. Instructors have neither authority nor legal duty to instruct, interact, or involve them in learning activities *vis-a-vis* other dutifully paid students. An individual's attendance in a class for which the person is not enrolled is a code of conduct violation. No retroactive credit will be given for violation of this university policy. Deans are accountable and responsible to uphold this requirement. Registration has passed, UW have been submitted, the 25% rule is in force, the last day to pay fee deadline is passed. Thus, please take due diligence action today to ensure that students in classes are the students on the rolls. **Please do not bring petitions at the end of the semester to add students to grade rolls.** Now, is the time to clear up any class roll issues. Please keep accurate records of class attendance.