

# Frequently Asked Faculty Questions about Attendance

Updated June 2022

## Quick Start Tasks for Attendance

1. From the first day of class to the [census date](#), [record P \(Present\) dates](#) in Self-Service for in-person attendance (for seated and synchronous online sections) and [entry activities for asynchronous online courses](#) every day.
2. Immediately after the census date, complete documentation for [No Show students](#) and [certify attendance](#). Under some circumstances students may be allowed to [enter a class after the Entry Date](#).
3. [Record](#) absences in Self Service attendance weekly.
4. For students who stop attending and are not demonstrating [Academically Relevant Engagement](#) for 15% of the course consecutively, [enter Last Dates of Attendance \(LDAs\)](#). See steps for [allowing students re-entry](#) if needed.
5. Notify the appropriate office if [Veteran](#) or [F-1 International](#) students stop attending.

Note: Some programs may have special requirements set forth by external agencies, including accreditors. Please be sure to consult your program director if you have questions.

## Entering the Class

### What is the census date and where can I find it?

The census date is the deadline by which a student must enter a course. Census dates vary from course to course. For curriculum courses, the census date can be found in [Self-Service](#) by accessing the Faculty button after logging in. You'll see the census date for each curriculum class in the right column.

Section	Times	Locations	Availability ⓘ	Books	Census Dates
<a href="#">ENG-112-014: Writing/Research in the Disc</a>	8/16/2021 - 12/14/2021	Online, ONLINE Online Class	6 / 21 / 0		<a href="#">8/25/2021 Census</a>
<a href="#">ENG-112-101: Writing/Research in the Disc</a>	T/Th 8:00 AM - 9:15 AM 8/16/2021 - 12/14/2021	Phillips (Building 3), 220 Classroom Hours	9 / 23 / 0		<a href="#">8/26/2021 Census</a>

The census date for non-credit classes must be retrieved by using an Informer report. Consult with your program director or chair for more information.

### What is the deadline to enter a P (present) in [Self-Service](#) Attendance to note the first date a student enters the class?

During the census period, enter attendance daily. Finish entering all P's (Present) at the latest by the next business day after the census date. Then certify the census attendance (See [When and How to Certify Attendance](#)).

### How do I determine students' entry date (first date they were Present) in an online course?

To determine the students' entry dates in online courses, you will need to run the [Sakai Entry Report \(PDF\)](#). There must be an activity in Sakai available from the course start date through the course census date. The activity (or activities) must be in the Forums tool, Tests & Quizzes tool, Meetings, or Assignments tool in Sakai. A student viewing a recorded meeting does NOT count for attendance. For more information, see [Attendance Rules handout \(PDF\)](#).

### **What if a student in an online class does some work, but does not complete the entry assignment?**

If a student submits work through Assignments, Forums, or Tests/Quizzes, or attends a live session in Meetings during the census period, it counts as their entry activity and date. For example, if a student does not turn in their assigned entry work (i.e., syllabus quiz), but does complete another assignment that appears on the [Sakai Entry Report \(PDF\)](#) (i.e., Chapter 1 forum) during the census period, it counts as their entry work. For more information, see [Attendance Rules handout \(PDF\)](#).

### **What if a student attends (or completes the entry activity) for the class but not its associated lab or corequisite course?**

Instructors should make every attempt to communicate the importance of attendance and entry assignments and encourage students to complete them before the census date. If a student in an online or hybrid class completes an assignment other than the entry assignment before the census date, instructors should still count that as entering the class as long as the assignment appears on the [Sakai Entry Report \(PDF\)](#) (See [What If a Student Does Some Work](#) below).

When those efforts are not successful and students attend or, in the case of an online class, complete an entry assignment for one section of a linked class but not the other, the faculty should record those students as a No Show in the Final Grading Roster in [Self-Service](#) and use [eForms](#) to complete a No Show form for the section they never attended (see [What is a No Show](#) above). For the associated section the student did attend, faculty should withdraw the student by completing a Faculty Withdrawal form in [eForms](#).

For example, if a student attended ENG 111 by the census date but did not attend the associated corequisite class ENG 011 by the census date, the student would be recorded as a No Show in ENG 011 and a Withdrawal in ENG 111. If different instructors teach the linked sections of the class, they will need to communicate with each other to verify that students have entered each section.

### **What is a No Show and how do I mark a student as a No Show?**

A No Show status is assigned to a student who does not enter the course by the census date by physically attending a seated class, completing an entry activity for an online class, or doing at least one of those for a hybrid/blended class (For more information on entry activities in special types of classes, see [What If a Student Attends](#)).

The deadline for submitting No Show forms for students who have not entered a class are posted in the **Faculty Important Dates** handouts for each semester. These are posted under [Instructor Resources](#) section of the website under "Other," and program directors and chairs will send reminders of these dates to their faculty.

Marking a student as a No Show requires a 2-step process:

1. Mark the student as Never Attended in the Final Grading Screen on [Self-Service](#). Be sure to click on Final Grading tab to view this option.

Roster Attendance **Grading**

Overview **Final Grade**

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
		<input checked="" type="checkbox"/>	M/d/yyyy	Select Gra	M/d/yyyy	Freshman Associate	3
		<input type="checkbox"/>	M/d/yyyy	Select Gra	M/d/yyyy	Freshman Associate	3

2. Submit a Faculty No Show [eForm](#) to Student Records:

**DURHAM TECH** Student Information and Records Office  
919-536-7214  
**Faculty No-Show**

Faculty Name  Faculty ID

This e-form no-show for the current term should be processed according to the Durham Tech Academic policy and grading.

**NS: Student Never Attended Course**

A student who never attends the course receives the **no-show (NS)** grade.

Student Name  Student ID

Term	Year	Course Code	Course Section	Course Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ex:		ENG-111	101	Writing & Inquiry

Faculty Authorization

By clicking on the **send** routing below I authorize Student Information and Records to process the above information. This will serve as my validated electronic signature.

**Please allow 3-5 business days for the processing of forms.**

**Destination:**

▶ Faculty ▶ Student Information and Records Office

The deadline for submitting No Show forms for students who have not entered a class are posted in the **Faculty Important Dates** handouts for each semester. These are posted under [Instructor Resources](#) section of the website under “Other.”

### When and how do I certify that my census date attendance is correct?

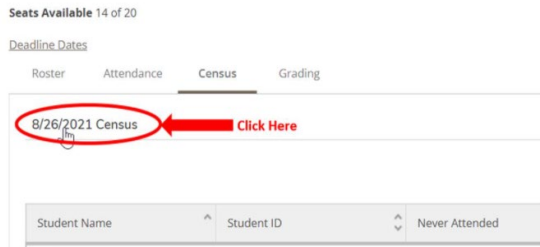
Certifying attendance provides an electronic signature to confirm that your attendance record is accurate up to the census period. You should certify your attendance as soon as the census date has passed (see [What Is the Census Date](#)). Be sure that you have recorded attendance daily during the census period for every student on the roster. For any students who have never attended, either in person (for seated classes) or by completing an [online entry activity](#) (for online classes), be sure you mark them as NS on the grade roster and submit No Show forms via [eForms](#) (see [What Is a No Show](#)).

Here are the steps to certify your attendance after the census date.

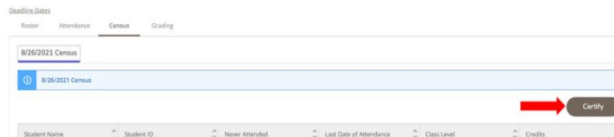
1. Click the census date under the “Census” tab. Once you click the date, the “Certify” button becomes clickable.

## 2. Click the “Certify” button.

1. Click the **census date** under the “Census” tab (Once you click the date, “Certify” button becomes clickable)



2. Click the “Certify” button to submit



You will then be asked to electronically sign your roster.

**Sample Electronic Signature:** Census recorded 08/22/22 04:49PM by 00x832x Goode, Job

### What If a Student Enters the Class After the Census Date?

If a student first demonstrates academically relevant engagement ([See What Is Academically Relevant Engagement](#)) after the census date but before the No Show submission deadline (see [What Is the Census Date](#)), then the faculty member may allow the student to stay in the class and avoid the No Show grade. The preference is to allow the student to enter the class if the student has a realistic chance of success in the course. If a student first enters the class after the No Show submission deadline has passed but early enough in the term that the faculty member thinks the student can succeed in the class, faculty may allow students to enter the class with the dean’s approval.

### Recording Attendance

#### How often should I record attendance in Self-Service?

During the census period, attendance should be entered in [Self-Service](#) daily. After the census period, attendance should be entered on a weekly basis (see [What Is the Census Date](#)).

#### How do I know which day(s) to record attendance in an online class?

During the census period, attendance should be entered in [Self-Service](#) daily. After the census period, asynchronous online course attendance should be entered at least weekly, or more if you have more than one weekly due date. For example, if your weekly due date is Tuesday, you will record weekly attendance for your online course every Tuesday after the census period (see [What Is the Census Date](#)). For synchronous online classes, record attendance for every required synchronous meeting of the class.

#### If I have a date when online assignments are due, but a student turns in the assignment late, is the student still absent?

Yes, in an online class, if students do not submit work by the weekly deadline, they are counted as absent for that week for attendance.

## **In Self-Service Attendance, what is the difference between Absent No Excuse and Absent Excused?**

Excused absences include proper documentation using the [Excused Absence Notification form \(PDF\)](#). Students are allowed only one excused absence per term per course. Unexcused absences lack proper documentation (see [What Is the Policy for Excused Absences](#) and [Class Attendance--Credit-Bearing Courses policy](#) for more information).

## **What is the policy for excused absences?**

An [excused absence](#) is defined as a planned absence. Durham Tech students are allowed one excused absence per class per term for a planned event or observance. Students must submit an [Excused Absence Notification form \(PDF\)](#) and any supporting documentation at least 14 calendar days in advance of the scheduled absence date. There is also a separate form for [military service](#) and [pregnancy/childbirth](#). See Durham Tech's [Class Attendance--Credit-Bearing Courses policy](#) for more information.

## **What is the policy for students who arrive late or leave before class has ended?**

Students should be on time for each class session and should be prepared to remain for the full duration of the class. Tardiness or early departure from class that results in the student missing at least twenty percent of the instructional session may be considered an absence. Chronic tardiness and/or leaving class early may adversely affect the student's course grade. See Durham Tech's [Class Absence policy](#) for more information.

## **Student Withdrawal from Classes**

### **When can students drop a class using Self-Service, and when do they need to use an eForm?**

Students can drop a class using [Self-Service](#) prior to the [75 percent tuition refund deadline](#) of each semester. Dropped courses do not appear on students' transcripts.

Between the end of the drop period to the course withdrawal date, students can withdraw from a class using [eForms](#). The student will receive a W grade on their transcripts. W grades do not affect GPA.

### **If students ask whether they should withdraw from a class, what should we tell them?**

Student situations will vary, but a conversation with the student about the withdrawal is optimal. Ideally faculty should encourage students to complete the class if they have a reasonable chance of completing it successfully. Faculty can refer students to College [student support resources](#) that may help the student complete the class successfully. Additionally, students who are using financial aid to pay for their classes should speak with their [Financial Aid Advisor](#) before withdrawing. The advisor can then let them know if an adjustment in their aid may occur.

Veteran students who are considering withdrawing from a class must talk to their School Certifying Officer (SCO) (see [Special Considerations for Veteran Students](#)).

F-1 International students (this is indicated in the Notes in Self-Service) who are considering withdrawing from a class must talk to their [International Student Advisor \(DSO\)](#) in the Center for the Global Learner.

Dually enrolled high school students in Durham Tech Career and College Promise (CCP) and Cooperative Innovative High Schools (CIHS) students are generally not allowed to withdraw from classes and must speak with their [liaison](#) to get special approval to withdraw.

## **What are the financial aid implications of a student withdrawing from a class?**

Withdrawing from a course impacts a student's [Satisfactory Academic Progress](#) (SAP) for financial aid, which requires that students on financial aid complete 67 percent of the courses they attempt and maintain a 2.0 cumulative grade point average. Failure to maintain satisfactory academic progress may result in the suspension of aid. Veteran students who are withdrawing from a class must talk to their School Certifying Officer (SCO) (see [Special Considerations for Veteran Students](#)).

## **Students Who Stop Attending or Otherwise Engaging in the Class**

### **What if students stop attending?**

When students have consecutive absences that exceed 15% of class time *and* they are not demonstrating [Academically Relevant Engagement](#), faculty enter a Last Date of Attendance in Self-Service Grading under the Final Grade tab. The Last Date of Attendance will be the last date the student demonstrated Academically Relevant Engagement.

Additionally, faculty should report to Veterans Services' general email ([vaservices@durhamtech.edu](mailto:vaservices@durhamtech.edu)) any students who do not attend class for a week or who withdraw from a class (see [Special Considerations for Veteran Students](#)).

If you have any students on the F-1 international student visa (a note of this is indicated in the notes section of Self-Service and in Colleague under PERC for these students), please contact [international@durhamtech.edu](mailto:international@durhamtech.edu) to let the International Student Advisors know about students who do not attend class for a week or who withdrawn from a class. F-1 international students who drop below full-time enrollment may have to leave the country if they are not maintaining their F-1 international student status.

### **What Is Academically Relevant Engagement?**

Academically Relevant Engagement includes submitting any work in Sakai or associated online instructional programs and activities (Mindtap, Connect, for example), participating in online class meetings in Sakai, individual meetings (in person, virtual, or by phone), or e-mailing the instructor to ask substantive, course-related questions about material covered in the class.

### **In an online class, is the last date of attendance the actual date a student turned in their last assignment or the last time they were considered present on the instructor-determined weekly attendance day?**

In an online class, the last date of attendance is the last date the student had [Academically Relevant Engagement](#) in the class.

### **In a hybrid, corequisite, or class-and-lab combination, what is the policy if a student stops attending and engaging in academically relevant ways in one part of the class but keeps attending the other?**

If the instructor teaches both parts of a linked class, the instructor should enter a Last Date of Attendance in Self-Service under Grading, Final Grades, for both sections of the class.

If different instructors teach the parts of a linked class, instructors should submit a Last Date of Attendance in Self-Service Grading under Final Grades in the section they teach, and the instructor for the other section of the class should submit a Last Date of Attendance for the student in the other section. Instructors will need to communicate with each other when teaching hybrid, corequisite, or class-and-lab combination classes.

## What if a student stops attending class but continues to submit assignments?

If a student does not attend class but continues to demonstrate [Academically Relevant Engagement](#) in the class, faculty should mark that student as Absent but should not enter a Last Date of Attendance. Faculty who have a participation policy stated in the syllabus should follow that policy and be sure that students who are not meeting those expectations are aware that doing so may have consequences for their grade in the class.

## When and how do Faculty readmit a student who has been assigned an LDA in Self-Service but later returns to class?

If students return to class or begin demonstrating once again in [Academically Relevant Engagement](#) after faculty have entered a Last Date of Attendance, faculty should first have a conversation with the students about their academic standing in the course and ability to complete it successfully. Faculty should document details of this conversation in writing in an e-mail to the student. To readmit a student, the faculty member completes the LDA Removal form in [eForms](#). In Self-Service Grading, under the Final Grade tab, the faculty deletes the Last Date of Attendance recorded for that student. Faculty should follow the guidelines stated on their syllabus to determine if and how students may make up work missed during their absence.

Should a student stop attending again and receive a second LDA, the faculty member does not need to complete a second LDA Removal form.

## When and how do I enter an F2 in our Self-Service Grading?

An F2 is assigned at the end of the semester when the instructor is submitting final grades for the course to students who have an LDA in Self-Service grading and have never re-engaged and been readmitted into the class.

Waitlisted 0

Roster   Attendance   Census   **Grading**   Books   Permissions

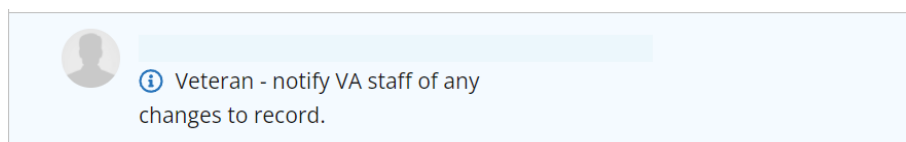
Overview   **Final Grade**

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expi
		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<b>Select Grade</b>	M.

## What special considerations should I make for Veteran students?

Students receiving Veterans Administration benefits will have a Veteran Student indicator on the attendance roster in [Self-Service](#).

Faculty will see it in their Class Rosters in Self-Service.



Advisors will see a similar notification in the Advising section of Self-Service:

## Advisee Details

[Back to Advisees](#)

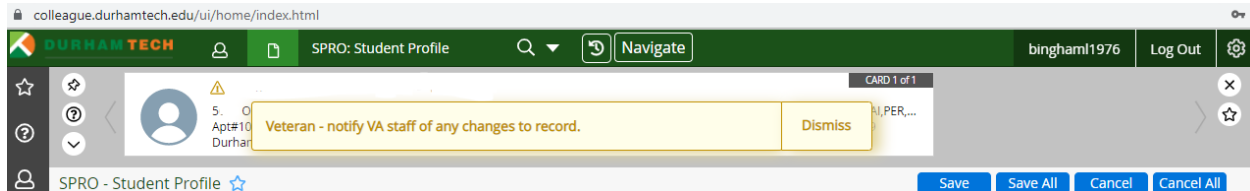
 Veteran - notify VA staff of any changes to record.



Program(s):  
Associate in Science

Educational Goal: Transfer to College

And in Colleague:



Because Durham Tech is required to report changes in enrollment of anyone receiving veterans benefits to the Veterans Administration within 30 days, it is important that faculty are entering attendance information in [Self-Service](#) every week. Faculty and advisors should encourage students who are thinking about withdrawing from a class to contact the College's School Certifying Official (SCO). Additionally, faculty should report to Veterans Services' general email ([vaservices@durhamtech.edu](mailto:vaservices@durhamtech.edu)) any students who do not attend class for a week or who withdraw from a class.

### What special considerations should I make for F-1 International students?

Students on the F-1 International Student Visa status will have a Note/indicator on their individual record in [Self-Service](#). Because Durham Tech is required to report students who drop below full-time within 21 days, it is important that faculty are entering attendance information in Self-Service every week. Faculty and advisors should encourage students who are thinking about withdrawing from a class to contact an [International Student Advisor](#) in the Center for the Global Learner.

## Special Situations

### What is the policy for assigning an incomplete?

The I grade is reserved for extenuating circumstances (e.g., accident, illness) and is not appropriate for students who otherwise fail to turn in final assignments by the last regular class day or fail to appear for the final examination. The grade of Incomplete may be assigned, with chair/program director and dean's approval, if a student has completed at least eighty (80) percent of the coursework and has a grade of C or better at the time of the I grade request. For more information Refer to the [Grading System policy](#).

### What is the policy for an emergency medical withdrawal?

Students with medical situations that necessitate requesting withdrawal from some or all credit courses, past the established withdrawal deadline for the applicable term, should complete the [Request for Medical Withdrawal form \(PDF\)](#). The student should then attach appropriate documentation and submit the form and documentation to a Durham Tech counselor, located in the Phail Wynn, Jr. Student



Services Center, room 10-209. For more information, call [919-536-7207](tel:919-536-7207), ext. 1413 or email [counseling@durhamtech.edu](mailto:counseling@durhamtech.edu). Refer to the [Student Medical Withdrawal web page](#).

### **How do we handle attendance for students who experience emergency situations that prevent them from attending during the semester?**

When a student has an emergency situation that will cause them to miss a significant amount of class time, faculty should discuss with their program director or chair the best course of action to take. For some students, a temporary Accommodations Plan may be the best option, and the student should work with [Accessibility Services](#) to provide documentation and develop a plan that they then share with instructors. There is also a separate form for [military service](#) and [pregnancy/childbirth](#).

### **How do we handle attendance for students who have an Accommodations Plan on file with Accessibility Services?**

The Office of Accessibility Services creates accommodations plans for students each semester. It is the students' responsibility to share their plans with faculty at the start of each class. Faculty should discuss the plan with students to make sure you both have the same understanding of the accommodations and how they will be implemented. If faculty have questions about attendance flexibility or any other accommodation on the plan, they can speak with Accessibility Services, [accessibility@durhamtech.edu](mailto:accessibility@durhamtech.edu). For more information, see the [Accommodations for Students with Disabilities web page](#).