

Student Attendance Reporting Policy

The faculty and staff of Southwest Texas Junior College believe that attendance in class is essential to success. The proposed policy below is intended to provide a way to monitor, report, and encourage attendance.

“Third Week Attendance Period: By noon Thursday of the third week of a regular term or the fifth class day of summer term, all faculty will record attendance through the “twelfth class day period” in the AT-3 field of WebAdvisor’s Midterm/Intermediate Grade screen the following information for each student enrolled in their classes:

1. The letter “R” if the student is attending class on a regular basis, or
2. The letters “IR” if the student is not attending class on a regular basis, or
3. The letter “S” if the student attended class initially and then stopped entirely, or
4. The letter “N” if the student has never attended class.

“Eighth Week Attendance Period: By noon Thursday of the eighth week of a regular term or the fifteenth class day of summer term, all faculty will record in the AT-8 field of WebAdvisor’s Midterm/Intermediate Grade screen the following information for each student enrolled in their classes:

5. The letter “R” if the student is attending class on a regular basis, or
6. The letters “IR” if the student is not attending class on a regular basis, or
7. The letter “S” if the student attended class initially and then stopped entirely, or
8. The letter “N” if the student has never attended class.

Rationale: The suggested Attendance Reporting Policy has a number of positive implications in college operation including:

1. Financial aid reporting and monitoring
2. Improved student at-risk management that now does not now take attendance into account
3. Forced withdrawals for students not attending developmental courses
4. Student perception that “no one” is watching and there are no consequences to being absent or tardy
5. Roster correction by 12th class day
6. Title V grant emphasis on attendance factors in college success
7. General faculty/staff agreement that absenteeism is a significant problem that needs addressing.