Title: Faculty Roster and Show-No Show Policy  
Effective Date: 08/19/2013  
Last Revision Date: N/A  
Office: Academic Affairs

Faculty Roster and Show/No Show Policy

PURPOSE
The purpose of this policy is to establish basic guidelines for faculty inputting show/no show data into Banner (LoLA). The College recognizes that student attendance is an important part of their learning and development toward their education goals. The College recognizes that identifying and reporting student attendance during the first 14 class days of a fall and spring semester and the first 7 class days of a summer semester impacts a student’s current and future enrollment.

DEFINITIONS
• No Show – The College identifies a student as a “No Show” when the student has attended one or fewer days for a course during the first 14 class days of a fall or spring semester and the first 7 class days of a summer semester.

POLICY

Faculty are required to:
• Review and verify the most up-to-date rosters on a daily basis during a semester.
• Send any student who is not on the roster to Student Services.
• Identify and report “Show/No Show” students on or before the established “Show/No Show” deadline by the College each semester.

PROCEDURE

The following outlines the procedures for faculty entering No Shows in Banner (LoLA).
• Access Self Service Banner (LoLA)
• Select Faculty Services
• Select MidTerm Grades
• Select Class by using drop down arrow next to CRN field
• Click Submit
• In Grade column enter NS for No Show and enter date
• Select Submit

Last Revision: August 19, 2013
• Continue process till all classes are entered

**DISCIPLINE**
Failure to comply with this policy may result in disciplinary action, including termination.

**Review Process:**

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