



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 in to 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**



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- Continue process till all classes are entered

DISCIPLINE

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

Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	Chancellor	08/19/2013	08/19/2013
X	College Leadership Committee	08/19/2013	08/19/2013
X	Academic Affairs Committee	08/19/2013	08/19/2013

Distribution:

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