

# FACULTY RESPONSIBILITIES -- Attendance and Grade Reporting

5/17/2018

The actions required from instructors will depend on whether attendance calculation for the section is based on

- WSCH (Weekly Student Contact Hours)
- WSCH with TBA
- DSCH (Daily Student Contact Hours)
- IS (Independent Study) or WE (Work Experience), or
- PA (Positive Attendance) (Actual hours).

Here is a list of the forms based on Attendance Accounting Method:

Attendance Accounting Method	Generally applies to:	Required from Faculty	form type	submit mode	due	Available	
						From	To
<b>WSCH</b> Weekly hours based on census day enrollment	Credit sections scheduled the same hours each week for full fall or spring term	Census Attendance Drop "Mandatory Exclusion" Roster Drop "Active Enrollment" Roster Grade Roster	print from online online online	retained by instructor online online	— 8 days after census day before LDTD 5 days after end	Term Begin Date After MER submission 1st day of Final (or whenever generated by IT)	LDTD LDTD Until grades are posted
<b>WSCH with TBA</b> Weekly hours based on census day enrollment	WSCH classes with TBA have additional requirements*	Census Attendance Drop "Mandatory Exclusion" Roster Drop "Active Enrollment" Roster TBA attendance roster TBA arrangement roster Grade Roster	print from online online online paper online / paper online	retained by instructor online online retained by instructor online or retained by instructor online	— 8 days after census day before LDTD 5 days after end 8 days after census 5 days after end	Term Begin Date After MER submission Term Begin Date 1st day of Final (or whenever generated by IT)	LDTD LDTD Can reopen / resubmit Until grades are posted
<b>DSCH</b> Daily hours based on enrollment on census day	Credit sections scheduled for short-term, summer, or winter	Census Attendance Drop "Mandatory Exclusion" Roster Drop "Active Enrollment" Roster Grade Roster	print from online online online	retained by instructor online online	— 8 days after census day before LDTD 5 days after end	Term Begin Date After MER submission Last day of class (or whenever generated by IT)	LDTD LDTD Until grades are posted
<b>IS or WE</b> Irregular schedule, but enrollment based on census day	Credit sections with internet components, ITV, Cooperative Education, Directed Study	Census Roster Drop "Mandatory Exclusion" Roster Drop "Active Enrollment" Roster Grade Roster	print from online online online	retained by instructor online online	— 8 days after census day before LDTD 5 days after end	Term Begin Date After MER submission 1st day of Final or last day of class**	LDTD LDTD Until grades are posted
<b>Positive Attendance</b> Actual hours of attendance recorded by instructor	Non-credit, "open entry/open exit," in-service training, irregularly scheduled short-term section, tutoring	Positive Attendance Roster Final Attendance Hours Drop "Mandatory Exclusion" Roster Drop "Active Enrollment" Roster Grade Roster	online / paper online online online	online or retained by instructor online online online	daily / weekly 5 days after end — day before LDTD 5 days after end	Term Begin Date Term Begin Date Term Begin Date Term Begin Date 1st day of Final or last day of class**	Can reopen / resubmit Can reopen / resubmit LDTD LDTD Until grades are posted
<b>Non-FTES Generating</b> Not reported for state apportionment funding	Classes not funded by state apportionment funding	Grade Roster	online		5 days after end	1st day of Final or last day of class**	Until grades are posted

**Drops/Exclusions, Grades, and Positive Attendance final hours must now be submitted online. For submission after deadline (for Drop & Grade rosters), please see A&R office at your college.**

**Attendance Recording:**

Signed paper forms *may be* required by your college to be turned in to Admissions office for:

1) **Positive Attendance Classes:** due 5 days after end of class.

2) **WSCH classes with TBA:** due 8 days after census

WSCH TBA attendance and TBA schedule roster due 8 days after census, unless otherwise advised by your college.

\*Certain WSCH with TBA classes will record attendance for the entire term and submit at end.

**Instructors retain attendance records for other Census classes**

Instructors retain attendance records for most WSCH, DSCH, Independent Study and Work Experience classes.

Mandatory Exclusion Roster (MER) is the instructor's official certification of census enrollment. For PA classes, MER needs to be submitted in PS to activate Active Enrollment Roster (AER), which is required for PA classes.

LDTD - last date to drop with a "W"

\*\*Grade rosters are generated by IT and are generally available on 1st of Final for term-length classes and on last day of class for short-term classes (or whenever generated by IT).