| Title: | Faculty Roster and Show-No Show Policy |
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| **Effective Date:** | 08/19/2013 |
| **Last Revision Date:** | 06/08/2022 |
| **Office:** | Academic Affairs |

## Faculty Roster and Show/No Show Policy

### PURPOSE

Northshore Technical Community College (NTCC) recognizes that attendance and participation play vital roles in the ultimate success and achievement of a student's educational goals. NTCC is also committed to compliance with the rules regarding the Return of Title IV funds based on attendance. As a result, NTCC has created a show/no show policy to report student attendance during the first 14 class days of a fall and spring semester (census) and the first 7 class days of a summer or atypical semester (census). The purpose of the following policy is to establish guidelines for faculty submission of show/no show data into the student information system.

### POLICY

For purposes of reporting a student as a "No show" in the student information system. NTCC defines a "No Show" student as one who has completed all the necessary requirements for registration but has not completed the Syllabus Acknowledgement Verification Module in the learning management system for each course by the official 14th class day of the semester (7th class day for summer or atypical semester).

All courses reported by the faculty member as a "No show" will be removed from the student's schedule. The Registrar's Office updates the student's records based on a faculty member assigning "No Show" in the student information system based on the Syllabus Acknowledgement Verification Module for each course in the learning management system.

All faculty are required to confirm course rosters in the learning management system each day during the first 14 class days of a fall and spring semester (census) and the first 7 class days of a summer or atypical semester (census).  Students who have not completed the Syllabus Acknowledgement Verification Module should be marked "No Show" in the student information system for each course.  Each semester the Registrar will communicate the Show/No Show schedule to faculty.

*Review Process:*

| X | Reviewing Entity | Review Date | Effective Date |
|---|---|---|---|
| X | Chancellor | 06/08/2022 | 08/19/2013 |
| X | College Leadership Committee | 06/08/2022 | 08/19/2013 |
| X | Academic Affairs Committee | 06/06/2022 | 08/19/2013 |

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