



College of The Albemarle Policy

Procedure Number: 5.2.2.1

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Title: Never Attend Reporting

Related Policy: 5.2.1 Attendance; 5.2.2 Withdrawal from Courses

Division of Responsibility: Learning; Student Success and Enrollment Management

Attendance through the ten percent (10%) date of a course is reported using the College's Census Tracking function. Faculty may enter their class census data on the first day after the census date. The director of registration and records is responsible for setting the census data report due date(s) and communicating that information to faculty each semester. The due date falls within two (2) days after the ten percent (10%) date of the course .

Directions to report this:

1. Access the College's Census Tracking account, click on the Faculty tab
2. Select "Course"
3. Select "Census"
4. Select "Never Attended" for any student who has never attended by the census date of the course (10%)
5. Submit the report by clicking "Certify"

This report is subject to review by State Program Auditors; therefore, it must be accurate and submitted on time. Failure to report attendance correctly could result in significant costs to the student and the College. The director of registration and records will work with the department chairs/program coordinators to ensure attendance reports are completed by the deadline.

June 13, 2023

May 11, 2026

May 11, 2026

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision