

Faculty Senate Resolution Number _____

To: Joe Bertolino, Ed.D., President, Southern Connecticut State University
From: Natalie Starling, Ph.D., President, SCSU Faculty Senate

The attached Resolution of the Faculty Senate is entitled:

RESOLUTION Regarding _____

This Resolution was approved by Faculty Senate on: _____

- This Resolution is presented for APPROVAL
 This Resolution is presented for INFORMATION

In accordance with the CSU-AAUP Contract (Article 5.10), "When the Senate makes a written recommendation to the President, the President shall acknowledge and respond to the recommendation in writing within fifteen (15) school days of receiving the Senate's recommendation. "

After considering this resolution, please indicate your action on this form and return it to the President of the Faculty Senate.

Natalie Starling, Ph.D., President, Faculty Senate Date

cc: Robert S. Prezant, Ph.D., Provost and Vice President for Academic Affairs

ACTION OF THE UNIVERSITY PRESIDENT

Resolution for Approval:

- Resolution APPROVED
 Resolution DISAPPROVED (Provide comments below or attach statement)

Resolution for Information:

- Resolution NOTED (applies to Informational Resolutions only)

Joe Bertolino, Ed.D., President, SCSU

Date

**Southern Connecticut State University Faculty Senate
Resolution Regarding Revisions to the Never-Attended Policy**

Whereas, Southern Connecticut State University (SCSU) exists for the primary purpose of furthering academic excellence;

Whereas, The SCSU Faculty Senate is the official representative body of the Academic Faculty;

Whereas, Revising the Attendance Policy will provide greater transparency and clarity for students; and

Whereas, Revising the Attendance Policy for students who are attending some courses and are reported as Never-Attended in any course at the end of the second week are treated in an equitable way to those who withdraw from a course in the second week as relates to refunds; now, therefore, be it

Resolved, That the existing Attendance Policy in the Undergraduate and Graduate Catalog be revised according to the changes indicated below in red font color and strike-out:

Attendance Policy

Regular class attendance is expected by the University and is the responsibility of the student. It is the responsibility of the student to understand the attendance policy in each course he or she takes, as outlined in each course syllabus. When absent, students remain responsible for finding out what class activities occurred during the absence and making up missed work if the instructor permits it. When a student knows in advance that it will be necessary to miss a class session, the student should inform the instructor.

When a student has missed a significant portion of coursework, which may be difficult or impossible to make up, the student should confer with the course instructor to explore options, including withdrawal or late withdrawal from the course. The student also may consult with an Academic Adviser, the Dean of Students or designee, or the Registrar's Office to consider various options.

Absences occasioned by official University activities, such as participation in conferences, intercollegiate athletic events, musical performances, and other events, must be documented in advance through the Office of the Dean of Student Affairs. A student that knows that such absences will occur shall confer with the instructor in respect to such absences. Students may also contact the Office of the Dean of Student Affairs with questions about the University's policy on class attendance.

Reporting Non-Attendance or Non-Participation

In order to ensure compliance with the United States Department of Education (US DoE) financial aid reporting requirements, Southern Connecticut State University monitors attendance and reports all students who stop attending or participating in on-ground classes or stop participating in online classes to the US DoE. This policy pertains to undergraduate and graduate students.

- ~~▪ Students who have never attended or participated in a class by the end of the second week will be reported to the Registrar via the designated electronic reporting portal. The student will be removed~~

~~from the class roster by the Registrar's office unless approved for reinstatement in the third week. For a class that is less than eight weeks, the student must attend or participate by the end of the first week and may be approved for reinstatement in the second week.~~

- ~~▪ Students who have attended at least one class must be reported as attended but will receive a grade of FS. The faculty member will enter this grade and include the last date of participation when submitting both midterm and final grades. The FS grade will appear as an F on student transcripts.~~
- Students who have attended or participated in at least one class must be reported to the Registrar's Office as 'Attended' during the one-time attendance collection period at the start of each term.
- Students who have 'Never Attended' or participated in a course by the end of the second week, but are attending other courses at the university, will be withdrawn from the roster of the not attended course and a grade of 'N-Never Attended' will be recorded on the transcript. Full-time students do not receive a refund for individually withdrawn courses, but part-time students are issued a 60% course refund when withdrawn in the second week.
- Students who have 'Never Attended' or participated in all registered courses by the end of the second week will be dropped from the university, all tuition and fee charges are reversed, and the courses are removed from the student's transcript.
- Students who have been removed from the roster for non-attendance, may be approved for reinstatement by the instructor in the third week.
- For a course that is less than eight weeks, students must attend or participate by the end of the first week and, if removed from the roster for non-attendance, may be approved for reinstatement in the second week.
- When students start attending a course and then stop attending later, the instructor shall issue a midterm/final grade 'FS-Failure Due to Stop Out' along with a last date of attendance.

Never Attended Policy Revisions:UG : <https://catalog.southernct.edu/undergraduate/registration-policies.html>GRAD: <http://catalog.southernct.edu/graduate/registration-policies.html>**CURRENT POLICY:**

	Student Action	Registrar Action	% refunded
Week 1	Student initiated “drop” of course in first week. Student Withdraws from University for the semester.	Dropped course(s) Nothing on transcript	100%
Week 2	Student initiated “withdraws”	Withdrawn from roster “W” on transcript	60%
	Student attended some courses, but not all, however did not initiate withdraw from course they did not attend. Reported by instructor at end of week 2 as Never-Attended.	Removed from roster, but not withdrawn from course, thus treated re billing as still in course “N” on transcript	0%
	Student never attended any course, reported at end of week 2 as Never-Attended.	Dropped from the University for semester	100%

PROPOSED POLICY REVISIONS:

	Student Action	Registrar Action	% refunded
Week 1	Student initiates “drop” in first week	Dropped course Nothing on transcript	100%
Week 2	Student initiated “withdraws” from a course, but still in other courses	Withdrawn from roster “W” on transcript	60%
	Student attended some courses, but not all, however did not initiate withdraw from course they did not attend. Reported by instructor at end of week 2 as Never-Attended.	Withdrawn from Roster “N” on transcript	60%
	Student never attended any course, reported at end of week 2 as Never-Attended.	Dropped from the University for semester	100%

*Never-Attending report is completed at the end of week 2. The Registrar allows a week for students/instructors to seek re-instatement. At the end of week 3 the registrar acts on week 2 attendance report for any students not re-instated.