

# Central Texas College

## Revision #5 Guidelines for Certification of Class Census-Certification Rolls and Processing Student Drops (REVISED 03/10/2022)

With the implementation of the new drop and census-cert roll policy effective with the Spring 2017 classes, clarification of the attendance policy and required graded activity in terms of face-to-face, blended/hybrid, and online classes are needed. The intent of the policy is to ensure that only eligible students receive their Title IV financial aid, Veterans Education benefits, and the college adheres to state and federal reporting and refund requirements.

Instructors are required to keep attendance through the census date for online courses by requiring students to complete one academically related activity (graded or non-graded) PRIOR to the census date. For face-to-face classes, the instructor has the discretion to use the student's attendance in one or more class meetings in place of a graded activity to certify that the student is in class. For blended and hybrid classes if the first-class meeting is on or before the census date, the student's attendance in one or more class meetings can be used in lieu of a graded activity. However, if the first-class meeting for a blended or hybrid course is after the census date, completion of a graded activity is required.

1. Three days (72 hours) AFTER the class census date, the instructor must complete the eForm Census-Certification Roster (Cert Roll) and check the Never Attended block for any student who has not attended or participated in the class or contacted the instructor. Instructors do not need to post a grade in Blackboard or complete a Faculty Withdrawal form for students who never attended or participated in the class during the census period.
2. The applicable Campus/Site location staff who receive the instructor's Cert/Census Roster are responsible for processing any student drops in Colleague with no grade. Campus/Site location staff must process drops within 24 hours of receiving the Cert Roll. For students marked never attended, the first day of class will be used as the drop status date in Colleague. A student dropped for nonparticipation should be dropped with the status DNPBC and marked as NEVER attended. –

Example below

The screenshot shows a form with the following fields and values:

- Status/Date: X Deleted (dropdown), 01/18/2021 (calendar icon)
- Pass/Audit: (dropdown)
- Status Reason: DNPBC DR NonParticip Bef (dropdown)
- Petitions: X (checkbox), (document icon)
- Drop Grade/Exp Date: (input field), (calendar icon)
- Last Attended Date: (input field), (calendar icon)
- Never Attended: (checkbox, checked)
- Start/End Date: 01/19/2021 (calendar icon), 05/14/2021 (calendar icon)

A comment should be added stating that the student was dropped due to being marked as never attending on the census roster by the faculty (date/time stamp) – example below

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Student marked as never attended on Census Roster by Faculty.  
March 09 2022 10:23 AM Charlie (Lorene) Roseberry

3. Once a student is certified as attending through the census date, a drop cannot be backdated prior to or on the census date.
4. **The FN and XN grades will no longer be used.** A student who never attended or did not participate in an online course should have been dropped during the census period. Administrative withdrawals after the census date will no longer be processed. Students have the option to drop themselves up to the last day to withdraw. A student who does not complete a course should receive the appropriate letter grade as determined by the instructor. Excessive absences are determined by the instructor, and an instructor may choose to assign a lower or failing grade in the course. Any exceptions to an administrative withdrawal with a "W" grade must be approved by the appropriate Campus Dean.
5. The System Registrar is responsible for creating a weekly report of instructors and staff who do not follow the new procedures. For instructors and staff who are noncompliant, emails will be sent to the instructors and employees with copies to the appropriate department chair/supervisor and dean. The department chairs, supervisors, and deans are responsible for taking appropriate action for instructors and staff who consistently do not adhere to procedures
6. Except for students dropped due to an institutional error, students will not be reinstated after the course census-cert date unless they meet one of the exceptions listed below. If they meet one of the exceptions, they have five (5) business days after the course census-cert date to request reinstatement. THERE WILL BE NO REINSTATEMENTS AFTER THAT.
  - Course is the last class they need to graduate (determined by Student Services).
  - They were on field duty in the military.
  - They have documentation for a medical reason.
  - They had a death in the immediate family.
  - The course will not be offered in the next term.

## Other Information Discussed:

If an ECHS – Early College High School student is dropped from the high school course for which the student is also receiving college credit, the student will receive a “W” grade in the CTC course if the drop was initiated after the census date. If the drop was initiated on or prior to the census date, the student is dropped from the college without a grade.