



## Overview of No Show and Stopped Attending Reporting

In all classes assigned to a faculty member, the faculty member is required to report any student who never attends class **and** at the 60% point any student who has previously attended class but has stopped attending. Even if there are not any students to report in a class, the faculty member must complete the reporting process for that class.

To assist faculty in knowing when to report both no shows and at the 60% point students who have stopped attending class, WKCTC provides a **Sessions Table** listing reporting dates for each reporting cycle. The reporting dates are based on the **session** in which a course is offered.

Faculty can find the session in which classes are offered in the Open/Close report. The Open/Close report link is located under the **Common Forms** heading on the Faculty and Staff link on the WKCTC Web site. Another option is to open the PeopleSoft Faculty Center and click on the course prefix and number listed **under the Class heading column**. Once the class session is determined, the Sessions Table can be used to determine the start and end dates to no show and stopped attending reporting. Stopped attending reporting should be completed within 2 calendar days after the date shown in the **Column** titled 60% Point – Start Reporting Students Who Have Stopped Attending One Day After This Date; Deadline is Noon Two (2) Days After This Date. The Sessions Table along with the reporting instructions can be found on the WKCTC Home page under the Faculty and Staff link. Scroll down to the **Important Information** listing and click the No Show/Stopped Attending link.

[http://www.westkentucky.kctcs.edu/Faculty\\_and\\_Staff](http://www.westkentucky.kctcs.edu/Faculty_and_Staff)

WKCTC students reported as no shows **ARE** dropped from the class. Drops are processed Monday through Friday. For example, students reported as no shows on Thursday are dropped from the class on Friday. Other KCTCS Home Colleges have access to the PeopleSoft reports showing any of its students reported as no shows or at the 60% point students reported as stopped attending. It is the decision of the HOME College on whether to process the student drop. WKCTC cannot process a course drop when the student is from another KCTCS college.

The no show reporting dates are intended to give ample time for a student to attend or log in to a class without the expectation that faculty would request the student be reinstated. At a minimum, online students are expected to complete the syllabus acknowledgement. Merely logging into an online class is not considered as attendance according to federal financial aid guidelines.

Students who “officially withdraw” from the class and have a “W” in the grade column should not be reported as a no show or stopped attending. For each reporting cycle, the faculty must update the roster to obtain the most current PeopleSoft data.

There are seven items which apply to no show and stopped attending reporting. Please read each one carefully.

1. **Clearing cache before reporting.** Prior to completing the no show and stopped attending reporting processes, faculty should follow the directions to clearing cache on their computer. Internet Explorer is recommended as the Web browser rather than Mozilla Firefox as faculty have experienced difficulty in using PeopleSoft with

Mozilla Firefox. Instructions to clearing cache are located in the No Show/Stopped Attending link on the WKCTC Web site.

2. **Completing reporting by the deadline.** The deadline to reporting is **noon** on the deadline date posted in the Sessions Table. Faculty missing the reporting deadline causes extra work for several departments. Students who receive federal financial aid funds have their funds withheld until reporting is complete. This is upsetting to the students and, in the case of online students, means they may consider taking online classes from another college.
3. **Reporting students who never attended class (no shows):**
  - **For in-person classes**, students who have never attended class are considered no shows. Additionally, students who attend the first class meeting only and who have not contacted the faculty as to why they have not attended after the first class meeting should be reported.
  - **In online classes**, students who never log in to a class should be reported. Additionally, a student should be reported if the student has not completed the syllabus acknowledgement prior to the reporting date. Logging in to the class periodically does not constitute attendance.
4. **Reporting students who have stopped attending:**
  - **Enter** a date in the **Last Attendance Date at 60% Point** box for any student who attended class at least one time but who **stopped attending** class or who is no longer submitting work or participating in an online class. Keep in mind that a student **CANNOT** be reported as both a no show and as stopped attending.
  - **DO NOT enter a stopped attending date at the 60% point for any student:**
    - who is continuing to attend class,
    - who was reported as a No Show (a check mark will display in the no show reporting box) or ○ who has a “W” or other grade recorded in the Grade column.
5. **Non-reporting implications.** Financial aid funds **will not be disbursed** to a student until no show reporting is complete in ALL classes in which the student is enrolled. If an instructor fails to report on time, the instructor will be contacted as to why the reporting was late. In the case of an online student from another KCTCS college, the instructor may be contacted by the financial aid office from that institution or by the student directly. Reporting late or not reporting at all is a poor reflection on the college and the instructor.

If a college issues financial aid to students who never attend class, the college is liable to return that funding to the funding agency. All WKCTC students reported as no shows **ARE dropped** from the class. Financial aid awards are also adjusted to reflect course drops. Students from other KCTCS colleges who are taking WKCTC online classes are reported to the Home College as a no show. It is then the responsibility of the Home College to drop the student.

Students who are reported as stopped attending **ARE NOT dropped** from the class but are contacted about being reported as stopped attending.

6. **Reporting must be completed by faculty.** The faculty member assigned to teach a course is the person responsible for completing no show and stopped attending reporting. Please do not e-mail other personnel asking them to complete the reporting process for you.
  
7. **Changing student report status.** Faculty members have two options if a student shows up for class or participates in an online class after the student was reported as a no show.
  - If the faculty member allows the student to remain in the class, the faculty **MUST send an email** to [WKCTCRecords@kctcs.edu](mailto:WKCTCRecords@kctcs.edu) requesting the student be reinstated in the course. The e-mail MUST contain the student's name and course identification information (i.e., Mary Smith – 75620 ENG 101 B512).
  - If the faculty deems the student has missed too much work to be successful in the class, the faculty should inform the student that he/she was reported as a no show and has been dropped from the class.

Contact the following individual should you have **questions about the reporting process.**

Jill Knight

[Jill.Knight@kctcs.edu](mailto:Jill.Knight@kctcs.edu)

Send an email to [WKCTCRecords@kctcs.edu](mailto:WKCTCRecords@kctcs.edu) if you need to **make corrections** to reporting either no shows or stopped attending students.

*Revised 5/3/2016*