Faculty Guide:
Student Drops and Census

Faculty should report students who have never attended class or stopped participating in class. These students will be dropped from the class.

Per Title 5 regulations, instructors must report inactive students so they are dropped from the class prior to Census. On Census faculty must certify that all currently enrolled students are actively participating in class. Census occurs at the 20% point of the class and is used for State reports, Financial Aid, and Federal reporting.

Faculty should report students who are not actively participating in class as soon as possible. When a student is reported before Census:
- it opens a seat so a waitlisted student can be added to the class during the Add Period
- the class will not impact the student's ability to repeat the course
- the effect on the student's financial aid eligibility will be minimized
- the student may be eligible for a refund
- the class will not impact the student's academic standing

It is better to report a student early if they have never attended or stopped participating. If the student wants to rejoin the class Admissions and Records can reenroll them with instructor approval.

Before Census:
1. Review the class roster regularly.
2. Identify students who are not actively participating in class and mark them as Never Attended or enter a Last Date of Attendance. They will be dropped from the class.
3. Verify all students attending class are on the class roster. Students who are not on the class roster must enroll in the class before Census. *Students who are not enrolled are not permitted to attend the class.*

On Census:
1. Review the Census roster carefully.
2. Identify students who are not actively participating in class and mark them as Never Attended or enter a Last Date of Attendance. They will be dropped from the class.
3. Verify all students attending class are on the Census roster. *Students who are not enrolled are not permitted to attend the class.*
4. Verify all remaining students on the Census roster are actively participating.
5. Certify and Submit the Census roster.

After Census Until the Last Day to Withdraw:
1. Identify students who have stopped participating and enter a Last Date of Attendance with a W grade. *Faculty should ensure that students who stop participating before the Last Day to Withdraw are dropped.*

Do not enter anything for students who are actively participating as they will be dropped from the class.

Examples of Academic Participation:
- Attend a synchronous class, either physically or online
- Submit an academic assignment
- Take an assessment or exam
- Participate in an interactive tutorial, webinar, or other interactive computer-assisted instruction
- Participate in an online discussion
- Contact the instructor to ask a course-related question

Student Drops

The **Drop Roster** is available from the first day of class until the last day to withdraw. After the last day to withdraw the **Drop Roster** will not be available.

<u>Do not enter anything for students who are actively participating!</u> Students with a Last Date of Attendance will be dropped from the class.

1. Log in to **Self-Service** and click on **Faculty Overview**. Click on **Course Management** and select the class.

2. Click on the **Drop Roster** tab.

3. Check the Never Attended box next to students who never participated in class.

Enter the Last Date of Attendance for students who began the class but are no longer participating.

NOTE: After the Census date a W grade must also be entered.

4. Click **Drop** for each student, then click **Drop** in the pop-up.

5. A green confirmation box will appear in the top right corner of the page when the drop request has been submitted.

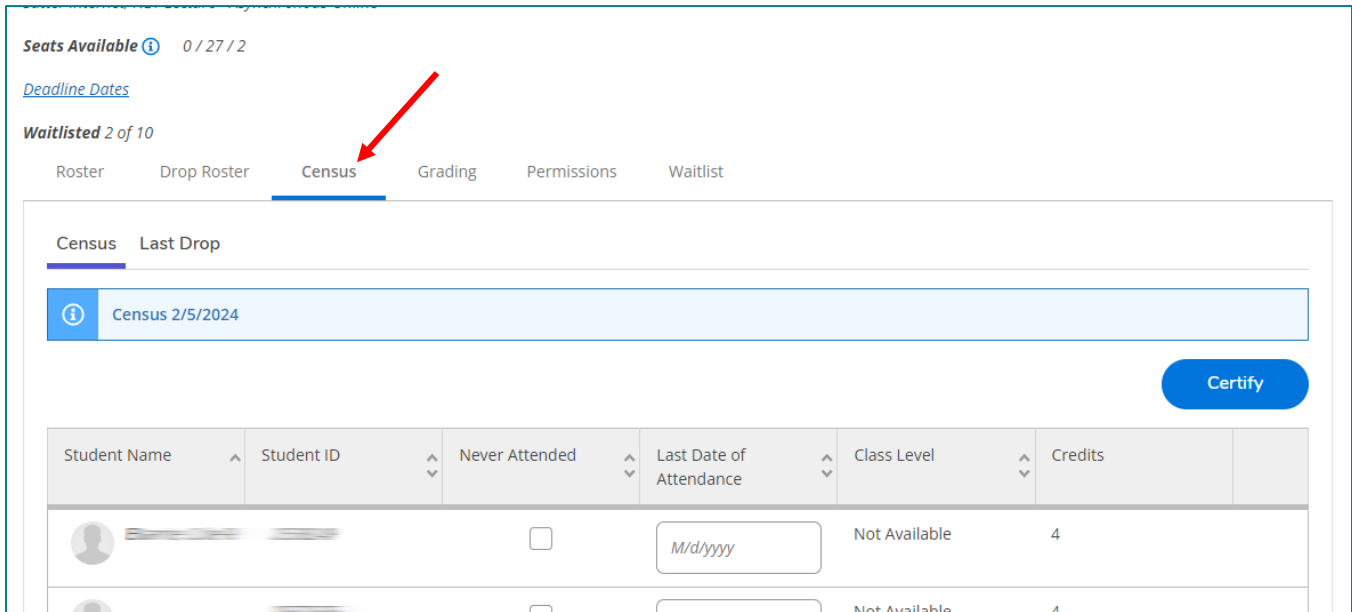   **NOTE: Drops are not automatic. Please allow 1-2 business days for processing.**

Census Certification Submission

The **Census** roster is available on the Census date. Certification must be submitted on Census or the next business day.

Do not enter anything for students who are actively participating as they will be dropped from the class.

1. Log in to **Self-Service** and click on **Faculty Overview**. Click on **Course Management** and select the class.
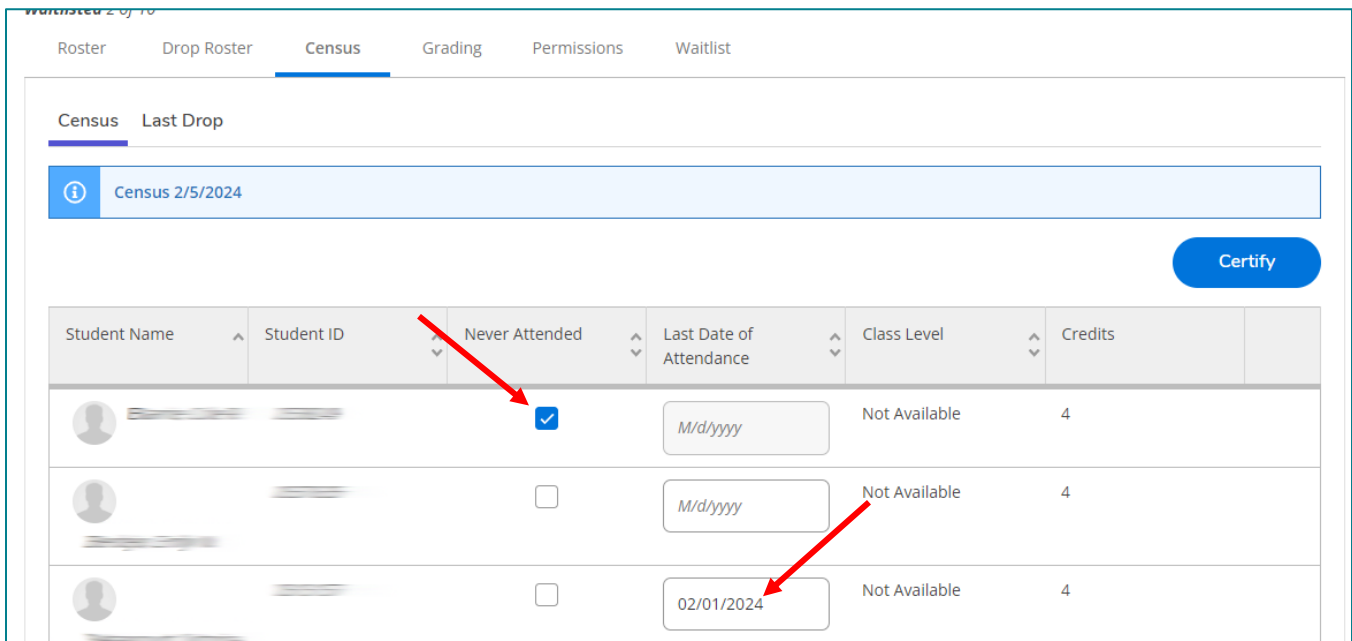
2. Click on the **Census** tab.

3. Check the Never Attended box next to students who never participated in class.

   Enter the Last Date of Attendance for students who began the class but are no longer participating.

   Only enter a Last Date of Attendance for students who have stopped attending class. Do not enter a Last Date of Attendance for all students.

4. When all students who never attended or stopped attending have been marked, click **Certify**.

5. A certification pop-up window will appear. Click **Submit** to complete the Census certification.

   Census certification will not be complete until it has been submitted.

6. A green confirmation box will appear in the top right corner of the page when the Certification has been completed.