

CENSUS TAKING POLICY

I. Introduction

The census is the process whereby faculty certified to the Office of the Registrar, students who did not attend to the enrolled courses. The institution is not required by any accrediting agency to take attendance. However, the census is carried out during the first two weeks of each term to determine if the student attended at least once during the enrollment period. This mechanism allows us to identify the population of students who did not attend the courses and at the same time the Office of the Registrar to process a non-attendance withdrawal.

Faculty can take into consideration the attendance of students to courses at the time of reporting grades. Professors should explain to the student the possible impact of absences in the final grade of the course. The student is responsible for all material covered in the course, although if he/she is absent.

II. Application

This policy applies to all students enrolled in the institution in all the programs.

III. Procedure

1. The calendar and memorandum are prepared by the Registrar's Office for the faculty.
2. The Registrar's Office delivers the Census Rosters to the facilitators.
3. The faculty carries out the census process on the Rosters.
4. Faculty turns in the Census Rosters to the Registrar's Office.
5. The Registrar's Office proceeds on entering into Banner all those cases identified on the Census Rosters.
6. The Registrar's Office prepares a report on all those cases identified as "no show" on the Census Rosters.
7. Students who claim their attendance must visit the Registrar's Office.
 - a. The facilitator must fill out a Certification of Change to Census Rosters in order to reinstate the course that was identified as NP.
 - b. The Registrar's Office proceeds on reinstating the course in Banner.