

No Show Reporting Procedure

Attendance through the ten percent (10%) date of the semester is reported using the student information system attendance function. Faculty may begin entering their class attendance data after the drop/add period has ended. The Registrar is responsible for setting the report due date and communicating that information to faculty each semester. The due date falls one business day after the ten percent (10%) date of the semester or course (if the course begins later in the semester).

Faculty members should refer to the Employee Bridge in the Learning Management System for instructions on completion of No Show Reporting.

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