

Attendance Information

At the beginning of each session, instructors are required to record whether each student has attended. Compliance with federal and state aid regulations and institutional reporting requirements depends upon faculty members to report this information as accurately as possible. Though faculty might choose to take attendance at each class session for pedagogical reasons, the Registrar's office only needs to be notified that the **student was there at least once**. For online or other non-traditional instruction, instructors must note whether each student has commenced participation.

- For each student marked as not attending, the WN grade is assigned. It is a non-punitive grade placed on a student's record. Though it is assigned by the Registrar and not the faculty member directly, it is the faculty's attendance roster that initiates this grade.
- A WN grade can be removed for the following reasons:
 1. Instructor had marked student as not attending in error (the student had previously attended or participated).
 2. The student began attending or participating after the attendance marking period. The instructor may (but does not have to) remove the WN grade if the instructor determines he or she should be able to start and complete the course.
- To remove the WN, a Commencement of Attendance Revision form must be submitted via email to Sarah.Galloway@qc.cuny.edu, marking X in the "YES" box will remove the WN grade.
- If an instructor marked a student as attending in error (and the student never attended or participated), a WN grade can be added to a student's record by again submitting a Commencement of Attendance Revision form.
- The Commencement of Attendance Revision form is available to faculty and staff members **only** at myqc.qc.cuny.edu. This form should **never** be shared with students.

Program Adjustment Information

- A student should not be allowed to attend a class when they are not formally registered and present on an instructor's class roster in CUNYfirst.
- Should a student attend who is not registered, the instructor should immediately send student to the assistant or staff member in the relevant academic department.
- That staff member can file the Program Adjustment form to enable student to be properly registered into the course (assuming the student is eligible to enroll at Queens College).
- If a student does not take care of this, or if the department chooses not to register him or her for any reason, the instructor should not allow the student to attend class for any additional sessions.
- A faculty member should never assure students that they will "take care of" the registration for the student. Too often, this results in miscommunication and disappointment if the student was not eligible to enroll for reasons to which the instructor was not privy. Please encourage the student to visit the department for registration assistance as advised above.
- A student who has been attending a course for an extended period of time (five weeks or longer), will not be registered into the course by the Registrar. Please make sure your students are aware of this fact.