

Community  
College  
*of* Philadelphia  
*The Path to Possibilities.*

OFFICE OF ACADEMIC AFFAIRS  
**MEMORANDUM**

**TO:** Faculty  
**FROM:** Judith Gay  
**DATE:** January 24, 2007  
**SUBJECT:** Attendance Report Requirement

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I am writing to emphasize the importance of all faculty members meeting the basic responsibility of turning in the 20% attendance reports on time. Last Fall, 94% of faculty met this requirement. The 6% of faculty who did not turn in attendance on time had a negative impact on hundreds of students. Failure to turn in the attendance report on time jeopardizes students in at least the following ways:

- Students do not receive their balance checks.
- The Cashier's Office places a hold on the student's account, preventing the student from enrolling for the next semester.
- Financial aid is returned and the student has to wait for the College to request the return of the aid (last year creating a negative impact of more than 1.7 million dollars).
- Students drop out, compromising their ability to reach their goals.

Failure to report attendance jeopardizes the College in at least the following ways:

- Staff members have to do additional (unnecessary) work.
- There is an increase in the potential for a report of failure to comply with regulations.
- Students have to stand in long lines again and complaints increase.
- Students drop out, compromising our mission.

As we strive to improve our student outcomes, we must make sure that we are not creating unnecessary barriers to student achievement.

You can find information about due dates for attendance and grade reports by logging into **MyCCP** and going to **Banner Attendance and Grade Information Updates**. Please note that the 20% period sometimes is still listed as the "third week report." I hope to be able to report 100% compliance for Spring 2007.

c: Department Heads, Deans, President's Cabinet, Academic Affairs Staff