

# Bergen Community College Board of Trustees

**Section:** STU

**Policy #:** STU: 007-001.2023

**Effective Date:** Fall 2023

**Responsible Official:**  
Vice President of Student Affairs

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## Census Reporting

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### Policy Statement:

All faculty members are required to submit census attendance rosters after the Add/Drop period and prior to creation of the census reports for the semester or term. The class roster must indicate those students who did not attend class sessions at least once or complete an online academic course activity by the census date. Students designated as “Never Attended” will be administratively dropped (“X” in Colleague) on the census day, and these classes shall not appear on their transcript. Paid tuition will be refunded at 100% for students who have been designated as “Never Attended.”

### Reason for Policy:

This policy is being developed and introduced as part of the College’s ongoing review of institutional Financial Aid policies. It supports recommendations from multiple external audits. By instituting this Policy, the College will minimize the amount of Title IV Aid the institution returns, minimize federal regulatory compliance risks, and support student success.

### Who Should Read This Policy:

All faculty, staff, and students at the institution.

### Definitions:

N/A

### The Policy:

In accordance with the State of New Jersey and Federal Title IV regulations, student attendance must be documented for each course in which the student is registered. To meet the requirements for classification as being in attendance, a student must have attended the class at least once between the first day of class and the census date for the semester or term. A student is considered to be in attendance in an online course after logging in to the course and completing one academic course activity.

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After the census date, the “Never Attended” designation will not be an option, and the instructor retains the ability to enter the last day of attendance. The last date of attendance is required for any student earning an “F” grade or “W” because it is necessary to administering student appeals and/or Return of Title IV (Federal financial aid) calculations.

## Procedure:

**Step I:** Registrar sends out email(s) with deadlines and instructions for Census Reporting for each term.

**Step II:** Faculty certify rosters by census deadline.

**Step III:** Students listed as “Never Attended” are administratively dropped and refunded at 100%.

**Step IV:** Financial Aid is disbursed only to students that are actively attending class.

If a student is dropped from a course in error, the registration reinstatement process is as follows:

1. The student completes a Remote Registration Form (RRF) for the class for which reinstatement is being requested.
2. The instructor may grant or deny permission to have the student return to class.
3. Reinstatement denials must be sent via email to the College’s Registrar.
4. The erroneous drop must be reversed no later than one week after the census has occurred.
5. Upon faculty approval and administrative review, the Registrar shall reverse the “Never Attended” status for the student and inform Financial Aid of the changed status.

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## Related Documents/Policies:

N/A

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## Policy History: (adopted/amended)

Adopted: May 9, 2023

Amended: