Procedure V.5001.A.c, Shift Workers

Associated Policy
Policy V.5001.A, Student Attendance

Procedures
San Jacinto College has always tried to accommodate shift workers. Sometimes this requires that a student completes course assignments, attends class, and takes examinations from two different faculty members. The two faculty members need to communicate and collaborate to accommodate these instances. The initial faculty member carries the shift worker on his or her roll and records absences, tardies, and grades as directed by the second faculty member. This procedure is followed to comply with official census data requirements and audits. Department Chairs should be informed by faculty members of shift workers who attend two different sections of a course.

Date of SLT Approval	September 5, 2018
Effective Date	October 2, 2018
Associated Policy	Policy V.5001.A, Student Attendance
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and College President
Secondary Owner of Policy Associated with the Procedure	Provosts