



LHU Policy No – LHU-22  
 Original Date – 2010\*  
 Last Review Date – May, 2020  
 By the Academic Regulations Committee  
 Last Update Date – August 28, 2017  
 Next 5-Year Review Date – May, 2025

<b>TITLE</b>	<b>VERIFICATION OF STUDENT ATTENDANCE</b>
<b>PROPOSED BY</b>	Academic Regulations Committee
<b>RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li>• Registrar’s Office</li> <li>• Faculty</li> <li>• Financial Aid</li> </ul>
<b>APPLICABILITY</b>	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Financial Aid</li> </ul>
<b>PURPOSE</b>	Ensure verification of class attendance or participation in academically related activities for purposes of the return of Title IV funds
<b>DEFINITIONS</b>	<ul style="list-style-type: none"> <li>• Title IV Funds – grants, loans and work-study funds provided under federal financial aid</li> <li>• Unofficial Withdrawal – A student leaves the University without the provision of official notification</li> <li>• Unofficial Withdrawal Date – The withdrawal date is the midpoint of the enrollment period or the last date of an academically related activity in which the student participated.</li> <li>• Official Withdrawal – A student provides written or oral notification of withdrawal to the University’s designated office stating intent to withdraw</li> <li>• Official Withdrawal Date – The withdrawal date is the date the University receives the notification of the student’s intent to withdraw.</li> <li>• Academically Related Activity        Includes, but is not limited to:       <ul style="list-style-type: none"> <li>○ Physically attending a class where there is an opportunity for direct interaction between the instructor and students;</li> <li>○ Submitting an academic assignment;</li> <li>○ Taking an exam, an interactive tutorial, or computer-assisted instruction;</li> <li>○ Attending a study group that is assigned by the University;</li> <li>○ Participating in an online discussion about academic matters;</li> <li>○ Initiating contact with a faculty member to ask a question about the academic subject studied in the course.</li> </ul> </li> <li>Does not include activities where a student may be present but not academically engaged, such as:       <ul style="list-style-type: none"> <li>○ Living in institutional housing;</li> <li>○ Participating in the University’s meal plan;</li> <li>○ Logging into an online class without active participation;</li> <li>○ Participating in academic counseling or advisement.</li> </ul> </li> <li>• Academically Related Activity for Distance Education Courses        In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity. These activities in a distance education course include, but are not limited to:       <ul style="list-style-type: none"> <li>○ Student submission of an academic assignment;</li> <li>○ Student submission of an exam;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Documented student participation in an interactive tutorial or computer-assisted instruction;</li> <li>○ A posting by the student showing the student’s participation in an online study group that is assigned by the institution;</li> <li>○ A posting by the student in a discussion forum showing the student’s participation in an online discussion about academic matters;</li> <li>○ An email from the student or other documentation showing the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.</li> </ul> <ul style="list-style-type: none"> <li>● Failing Grade, Earned – Grade awarded to students who generally complete the course period but fail to achieve the course objectives. It is used when, in the opinion of the instructor, completed assignments or course activities or both were sufficient to make normal evaluation of academic performance possible.</li> <li>● Failing Grade, Unearned – Grade awarded to students who did not officially withdraw from the course, but who failed to participate in course activities through the end of the period. It is used when, in the opinion of the instructor, completed assignments or course activities or both that were insufficient to make normal evaluation of academic performance possible.</li> <li>● Last Date of Attendance/Last Date of Academically Related Activity – Date on which the student ceased participating in academically related activities</li> </ul>
<b>POLICY</b>	Ensure verification of class attendance or participation in academically related activities for the purposes of the return of Title IV funds.
<b>PROCEDURES</b>	<ul style="list-style-type: none"> <li>● The instructor of record will verify course rosters at the end of the add/drop period. This verification affirms that the listed students have been involved in academically related activities associated with the course. For online courses, the instructor of record will advise students to log into the course and begin course activity during the add/drop period. <ul style="list-style-type: none"> <li>○ Notification of the roster verification will be provided by the Registrar’s Office with instructions on how to report non-participants.</li> <li>○ All faculty will report roster information to the Registrar’s Office or to the Clearfield Campus Office. <ul style="list-style-type: none"> <li>▪ Students registered but not attending will be reported as no shows and will be removed from the roster.</li> </ul> </li> </ul> </li> <li>● A second verification of the course roster will be accomplished at the time of midterm grade entry. <ul style="list-style-type: none"> <li>○ All faculty will report midterm grade information using online grade entry through the student information system (not D2L). <ul style="list-style-type: none"> <li>▪ Grades earned as of midterm will be reported as appropriate for students.</li> <li>▪ Students registered but not attending will be given a grade of “EW” with a last date of attendance.</li> <li>▪ A review of students receiving the grade of “EW” will be completed to determine if the student should be withdrawn from the course or maintain registration.</li> </ul> </li> </ul> </li> <li>● The final verification of the course roster will be accomplished at the time of final grade entry. <ul style="list-style-type: none"> <li>○ An unearned failing grade, EW, will be awarded to a student who does not officially withdraw from a course but who failed to participate in course activities through the end of the enrollment period.</li> <li>○ The last date of attendance (last date of academically related activity) must be provided at the time of grade entry when an EW is awarded.</li> <li>○ The earned failing grade, E, will be awarded when a student completes course activities through the enrollment period but fails to meet the course</li> </ul> </li> </ul>

	<p>objectives; no last date of attendance (last date of academically related activity) is required for this grade.</p> <ul style="list-style-type: none"> <li>• Financial Aid will review the last date of attendance (last date of academically related activity) for each student who receives all EW grades. Return of Title IV funds will be based on the latest date.</li> </ul>
<b>EXEMPTIONS</b>	
<b>SANCTIONS</b>	
<b>RELATED POLICIES</b>	<ul style="list-style-type: none"> <li>• PASSHE Procedure and Standard for University Operations #2016-27 Verification of Attendance</li> <li>• Title IV of the Higher Education Act of 1965</li> <li>• Federal Student Aid Regulations (Return of Title IV Funds-R2T4)</li> </ul>
<b>PUBLISH IN</b>	<p>Faculty Handbook (is there one of these?)  University Catalog  Student Handbook</p>

*\*This policy has been in existence for many years prior to 2010 with an exact date unknown. We are using 2010 as a default original and/or update date.*