

3364-71-27 Classroom attendance.**(A) Policy statement**

- (1) In order to maximize our students' chances of success in their educational endeavors, and to comply with relevant federal regulations governing the management of Title IV financial aid funding, the university is responsible for verifying that students begin attending their registered classes. This university-wide policy may differ from college/program/course specific attendance policies which may be more stringent, in such cases the college specific policy would govern. Confirmation that all students began attending and participated in all courses for which they enrolled is required to be reported by faculty on the fifteenth day of each academic semester. 34 C.F.R. 668.22(1)(7) defines academic attendance and attendance at an academically-related activity as any activity that includes, but is not limited to:

 - (a) Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
 - (b) Submitting an academic assignment;
 - (c) Taking an exam, an interactive tutorial, or computer-assisted instruction;
 - (d) Attending a study group assigned by the school;
 - (e) Participating in an online discussion about academic matters; and
 - (f) Initiating contact with a faculty member to ask a question about the academic subject studied in the course.
- (2) The definition of academic attendance and academically-related activity does not include activities where a student may be present, but not academically engaged, such as:

- (a) Logging into an online class without active participation.
- (b) Participating in a student-organized study group.
- (c) Participating in academic counseling or advising.
- (d) Living in institutional housing; or
- (e) Participating in the school's meal plan.

(B) Purpose of policy

To ensure university compliance with federal Title IV regulations.

(C) Scope

This policy applies to all instructional faculty teaching university courses at any instructional level. Colleges and/or departments may have a more stringent attendance policy that applies to all instructional faculty teaching courses at any instructional level within the respective colleges and/or department. If a student is in a college or in a class within a college with a more stringent policy the college specific policy would govern.

(D) Procedure

On census day, the fifteenth day of the academic semester, all instructional faculty will be directed to enter the university system of record to verify that each student enrolled in their course(s) participated in their course(s) at least once since the student began attending. This will include any student who has registered for the course between the first day of the semester and the census date. The instructor will have to do this for every student enrolled in every course they are assigned as the instructor. Verification may require the instructor to input student information such as their first and last name or a simple notation, i.e., a check mark. Data from these reports will be housed in a central repository available to the offices of the registrar, financial aid, and bursar.

Effective: 11/2/2020

CERTIFIED ELECTRONICALLY

Certification

10/21/2020

Date

Promulgated Under: 111.15
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