

## Faculty Attendance Reporting Policy

Date Effective: Fall 2014

Issued By: Faculty Senate

Contact: Registrar's Office, 814-393-2229

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### Purpose:

Student attendance information will be collected from faculty during the 1st, 3rd, and 7th weeks of a regular term and during the first week for summer and winter intersession.

- 1st week attendance: to confirm schedules and maximize class availability
- 3rd week attendance: improve student retention
- 7th week attendance: compliance with federal auditing procedures

Federal student aid is awarded under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws or stops attending, the student may no longer be eligible for the full amount of Title IV funds. Universities are required to determine the earned and unearned portions of Title IV financial aid as of the date the student ceased attendance.

In addition to attendance reporting, faculty must submit a fail reason when reporting an 'F' grade for a student. The fail reason indicates whether the 'F' was based on performance or due to lack of attendance (ie. never attended, stopped before/after the 60% point in the semester), which is used to determine if Title IV monies need returned to the federal government.

### Policy:

Faculty will submit attendance information for students through MyClarion for students enrolled in their classes.

- 1st week attendance: submitted after the first class meeting; monitor and update the attendance roster the remainder of the week.
- 3rd week attendance: submitted during the third week for all students
- 7th week attendance: submitted during the seventh week for all students

(Attendance information for summer sessions and winter intersession will be collected during the 1st week of each session.)

Procedures:

First week attendance – faculty will submit attendance information after their first class meeting and monitor and update the attendance roster the remainder of the week. The Registrar’s Office will update attendance rosters daily to reflect new additions and deletions to the class roster. The Registrar’s Office will start reviewing never attended responses starting on the third class day of a regular term. The Registrar’s Office may drop students from courses if the instructor indicated never attended and will email the student. The Registrar’s Office will utilize a variety of information to determine whether the student is not attending all of their classes – no show information from Residence Life, enrollment confirmation, attendance information, and whether the student paid their bill for the term. If the information appears to show that the student is not in attendance, the entire class schedule may be dropped.

Third week attendance – attendance responses will be sent to UASC for follow up to support retention efforts.

Seventh week attendance – the Registrar’s Office will notify all students reported as never or stopped attending at the end of the 7th week attendance collection period. Students who are not attending should follow normal withdrawal procedures. Attendance responses will also be sent to UASC for follow up.

Last updated 11-14-16

Policy informed by PASSHE Procedure/Standard Number 2016-27 – verification of attendance.