
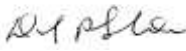


<u>ADMINISTRATIVE POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER:	PAGE NUMBER Page 1 of 2
	CHAPTER:	
	SUBJECT: Student non-attendance verification	
RELATED POLICIES:	EFFECTIVE DATE:	April 14, 2011
	SUPERSESION:	04/14/2011
	 Dr. David Svaldi President	
OFFICE OF PRIMARY RESPONSIBILITY: Vice President for Academic Affairs		

I. POLICY

All faculty will have a methodology in place to verify that a student who is officially registered in class(es) has attended at least one class session on or before census date. This policy ensures accurate accountability of students for reporting purposes and determination of head count and FTSE for full compliance with all federal and state regulations.

II. PURPOSE

To ensure students enrolled in coursework are attending and/or accounted for within the period prior to the census date established by the institution.

III. DEFINITIONS

(From Federal Student Aid Handbook Volume 5, November 2011)

Academically related activities:

include, but are not limited to — physically attending a class where there is an opportunity for direct interaction between the instructor and students;

- submitting an academic assignment;
- taking an exam, an interactive tutorial or computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

do NOT include activities where a student may be present, but not academically engaged, such as —

- living in institutional housing;
- participating in the school's meal plan;
- logging into an online class without active participation or
- participating in academic counseling or advisement.

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, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

IV. PROCEDURES

All faculty must establish a format (such as roll call, exams, quizzes, computer-aided instruction, assignments, etc.) to ensure an accurate accounting of each student enrolled in a course and to reconcile attendance at an academically related activity of students listed on official course rosters. Faculty should report on or before the official census date of each semester (or 15% into a course with a late start date) the status of each student indicated as being enrolled on their course roster(s). Faculty should report on or before the end of the business day on census date of the semester through Banner Faculty Web Services (or, for Extended Studies rosters, report in Banner) any students who are not present or any students who are present but not on the roster. Faculty will indicate the last date of attendance or non-attendance in academically related activities when applicable. Any students who are present but not on the roster must be registered for the class by the end of the business day on the census date of the semester. Students whose attendance has not been verified or have not attended class on or before census date will be withdrawn from their courses.

V. RESPONSIBILITY

All faculty will be responsible for establishing a format for determining the presence of students registered and/or student(s) present but not registered. It will be the responsibility of all faculty to ensure the timely notification, but no later than 5:00 pm on the official census date (or 15% into a course with a late start date), of a student registered and not attending and/or a student attending but not registered through Banner Faculty Web Services (or, for Extended Studies, report in Banner).

VI. AUTHORITY

1. Vice President for Academic Affairs
2. 34 CFR 668.21: U.S. Department of Education Title IV regulation: A student can only receive Title IV funds based on Title IV eligibility criteria which includes class attendance. If Title IV funds are disbursed to ineligible students (e.g., students who fail to begin attendance), the institution must return these funds to the U.S. DOE as soon as possible, but no later than 30 days after the date that the institution becomes aware that the student will not or has not begun attendance. A school that has a census date on which it reports its enrollment levels to a state, local jurisdiction or outside agency, is reasonably expected to return funds within the aforementioned timeframe (under 34 CFR 668.21).

VII. HISTORY

VIII. ATTACHMENTS