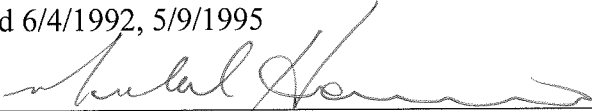



EDINBORO UNIVERSITY OF PENNSYLVANIA

CLASS ATTENDANCE

Policy No. A062
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Supersedes Policy No. A061, Dated 6/4/1992, 5/9/1995

Recommended for Approval By: 
Michael J. Hannan, Ph.D.
Provost and Vice President for Academic & Student Affairs

Approved By:  on 10/10/17
H. Fred Walker, Ph.D., President Effective Date

Review Date: As Required

INTENT

It is the intent of this policy to establish a University-wide system for assuring and monitoring classroom attendance to insure Edinboro University is in compliance with Federal Financial Aid regulations.

POLICY

1. Students are expected to attend each and every class meeting in its entirety. Faculty members shall maintain a record of classroom attendance throughout the semester. Each student is responsible for verifying his or her attendance when arriving late to class and/or justifying early departure.
2. Class absences are excused for medical reasons documented by medical personnel, university activities approved by the appropriate vice president or designee, and/or for personal exigencies. University activities to be recognized as an excused absence include but are not limited to: scheduled athletic competitions, academic competitions, etc., in which the student is a participant. Other situations to be recognized as excused include: military duties, auto accidents, death in immediate family, medical emergencies. Verification of such absences may be required by the instructor, and the student is responsible for make-up work as required by the instructor. Students with excused absences are permitted to make-up and are responsible for all missed assignments without penalty. In cases where there have been significant absences, the student should consult with the instructor and academic advisor to determine if completion of course requirements are possible or reasonable.
3. Faculty members are encouraged to consider unexcused absences in their grading. Unless otherwise provided in writing in the course syllabus, and approved by the Provost, a student shall have the privilege of unexcused absences equal to the number of classes held in a week, or to one absence per credit hour, whichever is less; however, this shall not excuse the student from any stated deadlines for assignments or other work in the course and the student is responsible for completing all course requirements missed as provided in the syllabus. The instructor shall indicate in the course syllabus the ramifications of unexcused absences beyond that which is allowed hereunder. Individual programs requiring alternative attendance policies must be approved by the Dean of the school or college.

PROCEDURES

1. All faculty shall keep attendance records throughout the semester/session.
 - **First Day Attendance:** This policy establishes a presumption that if a student misses the first day of class without having made arrangements with the course instructor, they do not intend to remain in the class. The Registrar will administratively drop such students for non-attendance after receiving attendance data from the faculty. This will allow course seats to be made available for other students who wish to register, and will assist in identifying non-attending students so that financial aid may be returned to the U.S. Department of Education in a timely fashion.
 - **Class Roster Verification at the end of the Drop-Add Period:** The faculty 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.
 - Notification of the roster verification will be provided by the Registrar with instructions on how to report non-participants. Students registered but not attending will be reported as non-attends and will be removed from the roster.
 - A third verification of the course roster will be accomplished at the time of midterm grade entry.
 - All faculty will report midterm grade information using online grade entry through SCOTS.
 - Grades earned as of midterm will be reported as appropriate for students.
 - Students registered but not attending will be given a grade with a last date of attendance.
 - A review of students receiving the lapsed attendance dates will be completed to determine if the student should be withdrawn from the course or maintain registration.
 - The final verification of the course roster will be accomplished at the time of final grade entry.

F and UF Grades

The United States Department of Education considers students to have “earned” failing grades if they participated in class beyond the 60% point of the course’s scheduled meeting time. For regular semesters, the 60% point is the end of the ninth week of classes. If students stop attending prior to the 60% point and do not officially withdraw from the course, the resulting failing grades are considered “unearned.”

To aid in compliance, Edinboro University will use F and UF grades to indicate “earned” and “unearned” course failures consistent with this reporting requirement:

- Faculty should assign “UF” to students who stopped attending class before the 60% point of the semester.
- Faculty should assign “F” to students who attend beyond the 60% point of the semester but fail to meet the requirements to pass the course.

Date of Last Attendance (Failing Grades Only)

For all students assigned failing grades at the end of the semester (UF or F), the faculty must include a date of last attendance for each student. This date allows Edinboro to compute the portion of each student’s financial aid that must be returned to the federal government. Return of aid is required for any student who stopped attending prior to the 60% point of the semester (and who therefore should have received a UF grade).

For students who completed the semester, the date of last attendance is normally the date of the final examination.

For students who did not complete the semester, the date of last attendance can be established by classroom attendance records or through records of students’ participation in activities such as the following: tests, quizzes, assignment submissions, online discussion posts, or any other meaningful interaction with the faculty. The following guidance is provided in federal regulations:

Academically Related Activity for Face to Face Instruction (FSA 5-59)

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 university.
- Participating in an online discussion about academic matters.
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities **do not include** activities where a student may be present but not academically engaged, such as:

- Living in institutional housing.
- Participating in the university’s meal plan.
- Logging into an online class without active participation.
- Participating in academic counseling or advisement.

Academically Related Activity for Distance Education Courses (FSA 5-60)

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. Academically related activities in a distance education course include, but are not limited to:

- Student submission of an academic assignment.
 - Student submission of an exam.
 - Documented student participation in an interactive tutorial or computer- assisted instruction.
 - A posting by the student showing the student's participation in an online study group that is assigned by the institution.
 - A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters.
 - 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 studies in the course.
- Financial Aid will review the last date of attendance (last date of academically related activity) for each student who receives all UF grades. Return of Title IV funds will be based on the latest date.
2. Faculty shall notify students in writing within the first week of the semester, or the equivalent time during the summer or winter sessions, of the grading consequences of class attendance/non-attendance.
 3. It is the responsibility of the student to provide to the instructor, in advance when possible, documentation for all excused absences.
 4. A student participating in an official university activity shall obtain a letter from the appropriate University official or his/her designee authorizing the absence and provide it to the course instructor, in advance.
 5. A student with an excused absence shall promptly arrange with the course instructor for making up missed assignments, in advance of the excused absence whenever possible.

Related Policies:

- PASSHE Procedure and Standard for University Operations #2016-27 Verification of Attendance
- Title IV of the Higher Education Act of 1965
- Federal Student Aid Regulations (Return of Title IV Funds-R2T4)