Revision Responsibility: Vice President for Student Affairs
Responsible Executive Officer: Vice President for Student Affairs

Source/Reference: None

PURPOSE:

To establish responsibility for student enrollment and participation verification requirements.

POLICY

I.   The College requires that individual faculty members verify the enrollment of students in their course(s) by confirming that each student appearing on the class roster has attended/participated in at least one session prior to the official census date.

II.   Although not required to keep attendance, faculty members may establish attendance requirements as they pertain to course grades and completion. Faculty establishing attendance/participation requirements for grading purposes in a course must explain the requirements in the course syllabi.

III.   Initial attendance/participation used to verify enrollment is reported based on instructions provided during the first week of class. For end of term final grades, faculty members will specify last date of attendance/participation for all students receiving a grade of "F."

PROCEDURES

I.   At the beginning of each term, and after receipt of instructions, instructors will verify initial attendance/participation in the student data system using a "Y" or "N." Faculty members verifying attendance/participation after the census date should follow procedures as outlined in the instructions provided during the first week of class.

        After instructions to enter final grades have been received and for students who receive a grade of "F", instructors will be required to specify the last date of attendance/ participation for students who may have voluntarily stopped attending or participating in the class.

II.   The College is not an attendance-reporting institution for federal financial aid purposes, but the College does use attendance/participation to verify initial enrollment in classes and to show the impact of attendance/participation on the student's final grade by providing last date of attendance/participation for those who receive a grade of "F." Procedures for verifying and reporting initial enrollment and last date of attendance/participation for students receiving Title IV federal financial aid funds are as follows:

A. During the first week of class, faculty will receive instructions from the Enrollment Services office with the details explaining how to confirm initial enrollment in the student data system. Students listed on the class roll appearing in the student data system who never attended/participated in class will be reported as not attending.

B. Students who are attending, but are not on the roll will not be allowed to return to class until they have officially registered and paid for the class.

C. Financial Aid officials will review and initiate the eligibility for receiving Title IV funds for recipients who have been confirmed and reported as attending/participating.

D. During the final grading period, the last date of attendance/participation will be reported on the final grade roster for grades of "F." Enrollment Services and the Financial Aid Office will take appropriate action based on the reported last date of attendance/participation.

Revised February 2019; Reviewed/accepted by Cabinet, approved/signed by the President November 2022