



Kutztown University Policy ACA-090

Attendance Compliance for Reporting to Federal Government

A. Purpose

Under Title IV of the Higher Education Act of 1965, the awarding of Federal student aid is contingent upon students' attendance for the entire period for which financial aid is awarded. A university is required to determine and report to the Federal government the earned and unearned portions of Title IV aid based on the amount of time the student spent in attendance.

This policy determines how verification of attendance is implemented.

B. Scope

This policy applies to all Kutztown University students. Instructors of courses will verify students' attendance.

C. Key words and phrases:

F (earned failing grade): The grade awarded to students who generally completed the course, but who failed to achieve the course objectives. It is used when, in the informed opinion of the instructor, completed assignments or course activities or both were sufficient to make possible normal evaluation of a student's academic performance.

FN (unearned failing grade): The grade awarded to students who did not officially withdraw from the course, but who failed to participate in course activities through the end of the term. It is used when, in the informed opinion of the instructor, completed assignments or course activities or both were insufficient to make possible normal evaluation of a student's academic performance.

D. Policy & Procedure(s)

To comply with reporting requirements from the Federal government and to ensure verification of class attendance or participation in other academically-related activities, the instructor in each course must initially verify course rosters for census purposes at the end of the drop/add period. If the student receives a final grade of F or FN, the instructor must provide the student's last known date of participation in academically-related activities.

An unearned failing grade FN is awarded to students who failed to participate in course activities through the end of the course. The grade FN is used when, in the opinion of the instructor,

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assignments and activities were insufficient to make normal evaluation of academic performance possible.

In addition to attending a class, there are numerous activities that may be considered participation in a course activity. Examples of activities that an instructor may choose to consider participation include, but are not limited to:

- Submitting an academic assignment.
- Taking an exam.
- Completing projects, recitals, presentations, or portfolios.
- Using computer-assisted instruction.
- Attending a study group assigned by the instructor.
- Participating in an online discussion group associated with a course.
- Initiating contact with the instructor regarding an academic subject studied in the course.

The verification and reporting processes and deadlines will be provided by the Registrar and Student Success Office in each academic term.

E. Effective Date

April 1, 2023

F. Approved By

Endorsed by University Senate Executive Committee – May 10, 2017

Approved by University President – May 10, 2017

Approved by University Senate – March 2, 2023

Approved by University President – March 30, 2023

G. Last Reviewed

August, 2019

August, 2020

February, 2023