



## **Kutztown University Policy ACA-090**

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### **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 based on the assumption that students will attend school for the entire period for which financial aid is awarded. A university is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance.

The purpose of this policy is to define verification of attendance.

#### **B. Scope**

This policy applies to all Kutztown University students. Instructors of record in courses will provide verification of attendance.

#### **C. Key words and phrases:**

F (earned failing grade): The grade awarded to students who generally completed the course but 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 normal evaluation of academic performance possible.

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 normal evaluation of academic performance possible.

#### **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 of record in each course must initially verify course rosters for census purposes at the end of the drop/add period. A second verification of attendance must occur at the 60% point (week 9). If the student receives a final grade of an unearned F, the faculty member must provide the last known date of academically-related participation. An unearned F is a grade awarded to students

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who failed to participate in course activities throughout the end of the course; it is used when in the opinion of the instructor, completed assignments/activities were insufficient to make normal evaluation of academic performance possible.

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, performing an interactive tutorial, or using computer-assisted instruction.
- Attending a study group assigned by the faculty.
- Participating in an online discussion group associated with a course.
- Initiating contact with a faculty member regarding the academic subject studied in the course.
- Actively participating in an online course which may include submission of an assignment, submission of an exam, participating in a discussion forum as part of the course, emailing the instructor as a student-initiated contact to ask a question about the course content.

This verification is to be reported to the Registrar's office within one week of the required reporting periods listed above.

**E. Effective Date**

Fall 2017

**F. Approved By**

Endorsed by University Senate Executive Committee – May 10, 2017  
Approved by University President – May 10, 2017

**G. Last Reviewed**