West Chester University Attendance Verification Policy and Procedures

The below policy was recently approved and should be used to guide the upcoming attendance verification process.

Title IV Federal Financial Aid Compliance Policy

The administration of federal financial student aid under Title IV of the Higher Education Act requires universities to determine whether or not financial aid must be returned for Title IV recipients who withdraw (officially or unofficially) during the term. Proper calculation for the return of Title IV funds is dependent upon verifying attendance in academically related activities.

Attendance under Title IV regulations is defined more broadly than physically attending a class, and must be verified independent of an instructor's individual course attendance policy. That is, even if an instructor does not require students to physically attend class, active participation in the course must be verified. This verification will be captured at two points during the semester, once at the end of the add/drop period, and again at the point when 60 percent of the term is completed.

Students who stop attending a course and fail to officially withdraw from it will receive a grade of Z, which indicates that the student was not engaged in academically related activities in the course. This also represents an unofficial withdrawal from the course. Students with unofficial course withdrawals may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. The withdrawal date is set as the last date of an academically related activity in which the student participated.

Faculty will utilize their attendance verification roster in myWCU to electronically report whether their students are in good attendance. During the two attendance periods, faculty need to consider whether a student has been engaged in academically related activities for their course. A student's absence from class on the attendance day is not the only factor to consider when noting attendance. The following guidelines have been developed to assist faculty and students in understanding what types of academically related activities should be considered when determining whether a student is in good attendance for the course. In the event that the student fails a course, faculty will be asked to report the date of last attendance.

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 instructor;
- 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; and,
- Reporting to internship, practicum, or field experience site.

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; or,
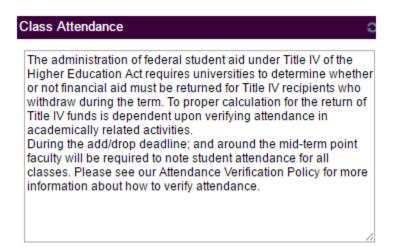- Participating in academic counseling or advisement.

Academically related activity for distance education courses: 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. The faculty member must determine whether 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 instructor;
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters; and,
- 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 studied in the course.

The above university policy should be applied when submitting attendance verifications via myWCU. This may not align with individual instructor attendance/participation practices and policies as it relates to course requirements and student assessment.

Procedures for verifying attendance:

Faculty will see a section of their myWCU homepage has been dedicated to class attendance.

During an attendance period this section of the homepage will expand to show the courses the faculty are responsible for completing an attendance verification for, the attendance due date, and the current status (pending or complete).

Class Attendance

The administration of federal student aid under Title IV of the Higher Education Act requires universities to determine whether or not financial aid must be returned for Title IV recipients who withdraw during the term. To proper calculation for the return of Title IV funds is dependent upon verifying attendance in academically related activities.

During the add/drop deadline; and around the mid-term point faculty will be required to note student attendance for all classes. Please see our Attendance Verification Policy for more information about how to verify attendance.

At this time you are required to complete attendance verification for the following courses.

Term	Class	Tot Enrl	Attendance Due Date	Status
2017 Spring	BIO 269-01	42	01/15/2017	Completed
2017 Spring	PSY 335-01	35	01/15/2017	Pending
2017 Spring	ANT 230-01	13	01/15/2017	Completed
2017 Spring	PSY 335-02	55	01/15/2017	Pending
2017 Spring	PSY 230-01	6	01/15/2017	Completed

Faculty will click on the class link to go to that course's attendance roster. The roster will contain the student ID, student photo, and student name.

Verification of attendance at the end of add/drop:

- Instructors will be asked to answer the question "Is this student in good attendance at drop/add" by selecting Yes or No.

Verification of attendance at term midpoint:

- Instructors will also be asked to verify attendance when 60% of the term is completed.
- If the student is not in good attendance, the instructor must note the last date of attendance.
- Instructors will have the option to indicate if students are at risk of failing the course by entering mid-term grades. There are two grading options:
    - A/B/C- to indicate that the student is currently on track to pass the course
    - D/F- to indicate that the student is currently at risk of failing the course. Note: for graduate courses, since the D grade is not available, this option will just read "F".

Verification of attendance at end of term:

- Instructor of record must provide last date of attendance if student is receiving a failing grade of F or Z.

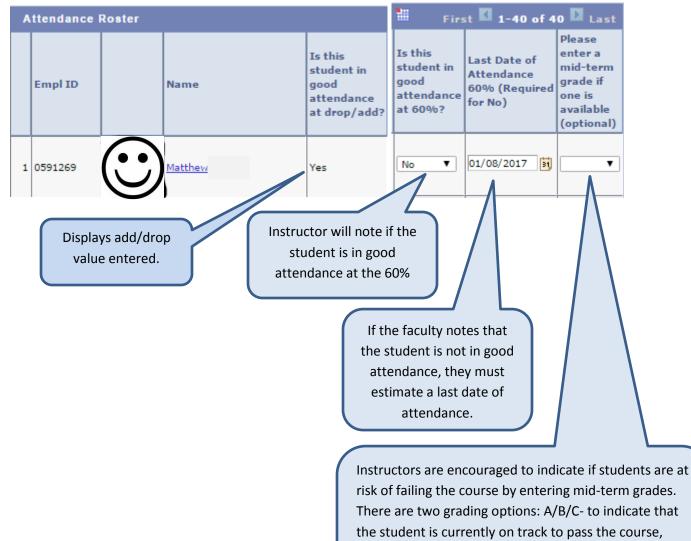# More information about the Attendance Roster in myWCU

Add/Drop Roster

2017 Spring | Regular Academic Session | West Chester University | Undergraduate

▽ **PSY 335 - 02 (3326)**

Animal Behavior (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 11:00AM-11:50AM	Anderson Hall 111		01/23/2017 - 05/05/2017

> Information regarding use of photos in attendance rosters with regard to WCU's FERPA policy.

The administration of federal student aid under Title IV of the Higher Education Act requires universities to determine whether or not financial aid must be returned for Title IV recipients who withdraw during the term. To proper calculat for the return of Title IV funds is dependent upon verifying attendance in academically related activities. During the add/drop deadline; and around the mid-term point faculty will be required to note student attendance for all classes. Please see our Attendance Verification Policy for more information about how to verify attendance.

At West Chester University, student photos are classified as educational records and therefore protected under FERPA. Photos are provided on class rosters to faculty with a legitimate educational interest to aid them in meeting attendance verification policies and their teaching/advising roles. **These photos should never be released to other individuals on or off campus. Please be mindful of protecting student records**, especially if you opt to print class rosters. Any questions regarding WCU's FERPA policies can be directed to the Registrar's Office at registrar@wcupa.edu.

☐ Show only student with no attendance selected

Return to myWCU home page

☐ Select to default `Yes' to all. Doing so will not override any existing values entered. You can then manually adjust students who are not in good attendance.

> Opt to auto-populate "Yes" for all students, and then manually adjust those that aren't in good attendance

ttendance Roster		Find	🗗	🏢	First ◀ 1-55 of 55 ▶ Last
Empl ID		**Name**	**Is this student in good attendance at drop/add?**
0758007	☺	Nicolas	Yes ▼

After saving attendance data, please click on the myWCU logo at the top-left of the page to return to your myWCU homepage. There you can select another class to complete attendance.

💾 Save

> Click save after entering data. You can go back and update attendance until the roster due date. Any fields not entered will highlight in red once saved.

At this time you are required to complete attendance verification for the following courses.

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2017 Spring	PSY 335-01	35	01/15/2017	Pending
2017 Spring	ANT 230-01	13	01/15/2017	Completed
2017 Spring	PSY 335-02	55	01/15/2017	Pending
2017 Spring	PSY 230-01	6	01/15/2017	Completed

On your myWCU homepage: The status will change to "Completed" once all students have had their attendance status entered. Note: If a student is enrolled in your course during the attendance period, the roster will go back to pending status until that student's attendance is recorded.

Mid-term (60%) Roster

Attendance Roster

First ◄ 1-40 of 40 ► Last

Empl ID		Name	Is this student in good attendance at drop/add?	Is this student in good attendance at 60%?	Last Date of Attendance 60% (Required for No)	Please enter a mid-term grade if one is available (optional)
1 0591269	☺	Matthew	Yes	No ▼	01/08/2017 🗓	▼

Displays add/drop value entered.

Instructor will note if the student is in good attendance at the 60%

If the faculty notes that the student is not in good attendance, they must estimate a last date of attendance.

Instructors are encouraged to indicate if students are at risk of failing the course by entering mid-term grades. There are two grading options: A/B/C- to indicate that the student is currently on track to pass the course, D/F- to indicate that the student is currently at risk of failing the course. Note: for graduate courses, since the D grade is not available, this option will just read "F".