

2.17 ATTENDANCE COMPLIANCE FOR REPORTING TO FEDERAL GOVERNMENT

Original Date of Issue: 2/16/2022

Revised:

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 college 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 Delaware County Community College students. Instructors of record in courses will provide verification of attendance.

C. Definitions of F and FA Grades

F (earned failing grade): The grade awarded to students who generally completed the course but failed to achieve the course objectives or there was insufficient academic progress. FA (failing for lack of attendance): The grade awarded to students who did not officially withdrawal from the course, but who failed to participate in course activities through the end of the term.

D. Policy & Procedure

To comply with reporting requirements from the Federal government and to ensure verification of class attendance and/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 for 15-week semester; week 4 for 7-week semester). If the student receives a final grade of FA (failing for lack of attendance), the faculty member must provide the last known date of academically related participation.

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