

DEPAUL UNIVERSITY



Attendance Verification

Category: Academic Affairs – Faculty Council

Responsible Department: Academic Affairs

Responsible Officer: Provost

Effective Date: 11/13/2014

Policy Summary

Financial aid regulation for Title IV funds (Federal Student Aid) requires institutions to monitor when a student begins and stops attending a course, independently of when the student enrolls or withdraws from it. This policy details the role of faculty in reporting student attendance. The policy also supports the university in informing all students of their status in classes they have not attended.

Scope

This policy affects all faculty and students as well as staff working in the Office of Financial Aid, Office of the University Registrar, and the Schools and Colleges, as well as other academic Affairs-related departments.

Policy

Faculty are required to complete verification of student attendance/participation each term through the prescribed university method, in accordance with specified deadlines. It is up to the instructor to determine attendance, based on the following:

- A student is considered to have begun attendance in face-to-face courses if the student attends at least one day of class.
- A student is considered to have begun attendance in online courses if the student participated in class or was otherwise engaged in an academically-related activity; merely logging in is not sufficient to demonstrate attendance in an online course.

To assist students in taking necessary action, faculty members are asked to submit the roster verification as soon as possible after the term begins. However, federal regulations require that verification be completed by the last day to drop with no penalty.

Students who stop attending after attendance verification should be assigned a grade of FX in accordance with DePaul University's grading policy (see graduate, undergraduate and law handbook). The instructor is required to indicate the date the student stopped attending and/or the reason for assigning the FX.

Procedures

Faculty must report attendance through the BlueStar Attendance/Participation Survey. Faculty members must identify students who have NOT attended/participated and submit this information before the date designated on the survey. If all students are attending, the faculty member must still submit the survey as verification of student attendance.

Students reported as not having begun attendance receive an email informing them of the need to take action and the possible financial and academic consequences of not taking action. Students will need to either begin participation or withdraw from the course(s) or otherwise correct their schedules.

Instructors who assign a grade of FX to students who stop attending are prompted to enter additional information in the Campus Connect grade roster.

Divisional Collaborations

Office of the Provost
Office of Financial Aid
Office of the University Registrar

Contact Information

Office of the University Registrar
ursupport@depaul.edu

Office of Financial Aid
(312) 362-8091

Office of the Provost
(312) 362-8885

Appendices

None.

History/Revisions

Origination Date: 12/2/2009
Last Amended Date: 4/16/2019