

University Policy and Procedure regarding Last Date of Student Attendance	Effective Date: 01/01/2015
Access: Employees only	Position responsible for coordinating compliance: Provost (or designee)

## Policy

### Why is the Last Date of Attendance information required?

- **Niagara University does not require that professors take attendance**; however, the U.S. Department of Education requires (34 CFR 668.22) the Office of Financial Aid to determine if a student who receives financial aid and fails to earn a passing grade in a course has actually attended and/or completed the course, or if they withdrew from a course without providing the university official notification.
- For students who officially withdraw Niagara University is required to document that they also began attending the course(s) from which they withdrew in order to determine the type and amount of financial aid they may be eligible to retain. Because a student could be a financial aid applicant at any point during the academic year, this information must be collected for all students to accurately determine financial aid eligibility.
- The last date of attendance determines how students are billed for their course. By appropriately charging students Niagara University is able to bill for the services provided.
- International students are awarded visas based on enrollment at Niagara University in designated courses.
- **A student earns financial aid for every day they attend.** Institutions need to ensure students are awarded their due financial aid while safeguarding taxpayers by limiting aid from students who do not attend classes. Financial Aid is tasked with awarding aid but it is ultimately the institutions responsibility to determine attendance and nonattendance.

## Procedure

### Who must provide the Last Date of Attendance information?

- The **Professor determines last date of attendance** since the Professor is the only person who can document last date of attendance through academically related activities in a course.

### What if I do not take attendance?

- If the professor does not take attendance, the **date of the last known academically-related activity** should be provided.
- Examples of academically-related activities are: taking an examination or quiz, tutorials, computer-assisted instruction, completing an academic assignment, paper, project, or attending a study group required by the university where attendance is taken. 34 CFR 668.22(l)(7)(i & ii) If there is no documented attendance or academically-related activity, the professor must select "Never Attended".

### What if I do not know if the student attended and I have no record of academic activity?

- Indicate the **student did not attend**. According to federal regulations 34 CFR 668.21(c), the student is considered to have not begun attendance if the institution is unable to document the student's attendance.

### What if I saw the student in class but do not take attendance, and there is no academic activity record?

- If attendance cannot be documented through actual attendance records or an academically-related event, the professor must report that the student never attended. 34 CFR 668.21(c)
- When “early-”, “mid-”, and “late-month” are the most accurate remembered last dates of attendance, please use the 1st, 15th, and 28th for the posted last date of attendance.
- Select “Never Attended” if attendance cannot be documented.

### What impact is there to the student when “Never Attended” is indicated?

- The student will be awarded the aid they used. Never attended may result in financial aid being reduced or cancelled for the semester.

### I teach an online class, how do I document attendance?

- If attendance is not taken, provide the date of the last academically-related activity.
- The student is considered to have not begun attendance if the institution is unable to document the student’s attendance. 34 CFR 668.21(c)
- Using the last login is **not** an acceptable form of determining last date of attendance.

### I submitted an incorrect “last date of attendance” date. How do I correct this?

- Please contact the Records Office at (716)286-8730 or records@niagara.edu with the following information: student name, student ID number, term, course, and correct last date of attendance.

### How long am I required to retain examinations/tests/term papers and homework records?

- The American Association of Collegiate Registrars and Admissions Officers (AACRAO) recommend retaining:
  - Exams (final)/graded coursework – 1 year
  - Gradebooks – 5 years

### End of Term Grading

1. How do I indicate the reason for the “F” grade on the grade roster (and the date of last attendance if applicable)?
  - The WebAdvisor grading screens (mid-term and final) collect the last date of attendance or if a student never attended. If a student has never attended and still appears on your roster assign an “F” and check the never attended box. If a student stopped attending and still appears on your roster assign a grade and put the last date of attendance in that column. These fields assist the university in collecting the appropriate date information to process drops and withdrawal of students to insure the correct billing, financial aid, and enrollment status data.

When “early-”, “mid-”, and “late-month” are the most accurate remembered last dates of attendance, please use the 1st, 15th, and 28th for the posted last date of attendance.

-“Never Attended”. Per federal regulations, you will indicate “Never Attended” if attendance or academic activity cannot be documented.

\*The above may not apply to courses offered through Niagara University in Ontario.