



## ***INSTITUTIONAL CLASSROOM ATTENDANCE SYLLABUS STATEMENTS***

*Federal law requires the university to have an Institutional Attendance Policy that requires faculty to track student participation by the census date, which varies for each POT, these dates can be found here: <https://www.utoledo.edu/offices/provost/mandatory-attendance-tracking.html>, for federal financial eligibility and disbursement, please include one of the following Institutional Attendance Policy statements on your syllabus based on the POT of Term your course is offered.*

### ***Institutional Classroom Attendance Policy (Fall and Spring **FULL TERM ONLY** Statement)***

Please be aware that the university has implemented an attendance policy, which requires faculty to verify student participation in every class a student is registered at the start of each new semester/course. For this course, if you have not attended/participated in class (completed any course activities or assignments) within the first 14 days, I am required by federal law to report you as not attended. Unfortunately, not attending/participating in class impacts your eligibility to receive financial aid, so it is VERY important that you attend class and complete course work in these first two weeks. Please contact me as soon as possible to discuss options and/or possible accommodations if you have any difficulty completing assignments within the first two weeks.

### ***Institutional Classroom Attendance Policy (**SUMMER and OTHER POTs [CON, MED, LAW, ETC.]** Statement)***

Please be aware that the university has implemented an attendance policy, which requires faculty to verify student participation in every class a student is registered at the start of each new semester/course. If you have not attended/participated in class (completed any course activities or assignments) within this period, I am required by federal law to report you as having not attended class. This date varies by the part of term, in which your course started, these dates can be found here: <https://www.utoledo.edu/offices/provost/mandatory-attendance-tracking.html>. Unfortunately, not attending/participating in class impacts your eligibility to receive financial aid, so it is VERY important that you attend class and complete course work early. Please contact me as soon as possible to discuss options and/or possible accommodations if you have any difficulty completing assignments.

### **OTHER QUICK TIPS**

- **WHAT'S THE POLICY?:** [Classroom Attendance Policy](#)
- **WHEN IS IT DUE?** [Participation Tracking Census Dates – Tracking Due Dates](#)
- **WHAT DO I DO WHEN?** [Student Participation Tracker FAQ](#)
- **HOW DO I CHANGE A REPORTED ABSENCE?** [How to Change Student Reported Absence](#)