

From: Provost Office <Provost@UToledo.Edu>
Sent: Monday, January 25, 2021 2:25 PM
To: Provost Office <Provost@UToledo.Edu>
Subject: Mandatory Attendance/Participation Tracking

Dear Faculty,

Beginning Spring 2021, in order for the University to continue providing Title IV funding (Financial Aid) to students in need, without penalty, faculty must confirm that all students began attending and participated in all courses for which they are enrolled by the last day of the Add/Drop period each academic semester (see Policy Number 3364-71-27, Classroom Attendance).

34 CFR 668.22(l)(7) defines **academic attendance** and **attendance at an academically related activity** as any activity during that Add/Drop period that includes, but is not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting any academic assignment;
- Taking an exam, an interactive tutorial, or computer-assisted instruction;
- Attending a study group assigned by the school;
- Participating in an online discussion about academic matters; or
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

The definition of academic attendance and attendance at an academically-related activity does **NOT** include activities where a student may be present, but not academically engaged, such as:

- Logging into an online class without active participation;
- Participating in a student-organized study group;
- Participating in academic counseling or advising;
- Living in institutional housing; or
- Participating in the school's meal plan.

To complete this requirement, log into the myUT portal, and click on the "Faculty & Advisor" tab; once there you'll notice on the top right a box named "**Attendance: Mandatory Confirmation of Student Participation.**" Within that, you will see a link with detailed instructions, as well as a link named "**Student Participation Tracker**" that will lead you to your classes and students.

It is critical that we have 100% participation in attendance reporting. If this information is not provided, the University may incur significant financial penalties. Again, the deadline to submit this information is the last day to Add/Drop **each** academic semester.

If you have any questions or concerns, please email the Office of Student Financial Aid at utfinaid@utoledo.edu.

Thank you in advance for your timely cooperation.

Karen S. Bjorkman, Ph.D.
Provost and Executive Vice President for Academic Affairs
Distinguished University Professor