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| Name of Policy: <u>Classroom Attendance</u> | |  Original effective date: August 19, 2020 | |
| Policy Number: 3364-71-27 | | | |
| Approving Officer: President | | | |
| Responsible Agent: Provost and Executive Vice President for Academic Affairs | | | |
| Scope: The University of Toledo – All Campuses | | | |
| <input checked="" type="checkbox"/> | New policy proposal | <input type="checkbox"/> | Minor/technical revision of existing policy |
| <input type="checkbox"/> | Major revision of existing policy | <input type="checkbox"/> | Reaffirmation of existing policy |

(A) Policy statement

In order to maximize our students’ chances of success in their educational endeavors, and to comply with relevant federal regulations governing the management of Title IV financial aid funding, the University is responsible for verifying that students begin attending their registered classes. This University-wide policy may differ from college/program/course specific attendance policies which may be more stringent, in such cases the college specific policy would govern. Confirmation that all students began attending and participated in all courses for which they enrolled is required to be reported by faculty on the 15th day of each academic semester. 34 CFR 668.22(1)(7) defines *academic attendance* and *attendance at an academically-related activity* as any activity 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 an 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; and
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

The definition of *academic attendance* and *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.

(B) Purpose of policy

To ensure University compliance with Federal Title IV regulations.

(C) Scope

This policy applies to all instructional faculty teaching university courses at any instructional level. Colleges and/or Departments may have a more stringent attendance policy that applies to all instructional faculty teaching courses at any instructional level within the respective Colleges and/or Department. If a student is in a college or in a class within a college with a more stringent policy the college specific policy would govern.

(D) Procedure

On Census Day, the 15th day of the academic semester, all instructional faculty will be directed to enter the University system of record to verify that each student enrolled in their course(s) participated in their course(s) at least once since s/he began attending. This will include any student who has registered for the course between the first day of the semester and the census date. The instructor will have to do this for every student enrolled in every course they are assigned as the instructor. Verification may require the instructor to input student information such as their first and last name or a simple notation, i.e., a check mark. Data from these reports will be housed in a central repository available to the offices of the Registrar, Financial Aid, and Bursar.

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| <p>Approved by:</p> <p><u>/s/</u> Gregory C. Postel, M.D. Interim President</p> <p><u>August 19, 2020</u> Date</p> <p><i>Review/Revision Completed by: Provost and Executive Vice President for Academic Affair, Faculty Senate, SLT</i></p> | <p>Policies Superseded by This Policy: n/a</p> <p>Initial effective date: August 19, 2020</p> <p>Review/Revision date: n/a</p> <p>Next review date: August 19, 2023</p> |
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