Attendance Verification Fact/FAQ Sheet

Introduction

The U.S. Department of Education requires that all institutions of higher education receiving Federal financial aid funds verify the attendance of the individual students receiving those funds. Beginning in Fall 2012, Sinclair Community College began meeting this requirement by initiating the Attendance Verification process. Faculty are asked to record and verify that students established attendance during the first 14 days of the term to meet this federal mandate.

Reporting a student as "not attending" can result in the reduction of financial aid for that student. As a result, accurate attendance verification is crucial to the ability of many of our students to pursue their educational goals.

Timeline for attendance verification

Attendance is verified

Days 1- 14 of the term.

Example: If the term begins on Monday, August 19th, any student who establishes attendance from Monday, Augsust 19th through Sunday, September 1st should be reported as attending.

Attendance is reported

Days 8-14 of the term.

Example: If the term begins on Monday, August 19th, attendance reporting will be available from Monday, August 26th through Sunday, September 1st.

Attendance verification closes on the 14th day after the start of the term - if an instructor fails to submit that attendance was established by this date, students' financial aid for the term may be impacted!

Frequently Asked Questions (FAQs)

Why does Sinclair require faculty to verify attendance in the first two weeks of classes?	The U.S. Department of Education requires verification of attendance for students who are receiving Financial Aid. This is not only a Sinclair requirement, it is required by the federal regulations. Failure to comply with these federal regulations could impact Sinclair's ability to participate in federal financial aid programs.
Do all Sinclair sections need to verify attendance?	The following sections are required to verify attendance: • Full-term sections • A term section • B term sections • "Late Start" sections (a large group of sections that start a couple of weeks into the regular term) **Flex sections, however, are not required to submit attendance verification.** If a section has a start date other than full-term, A term, B term, or the "Late Start" group of sections, <u>attendance will be established using the final grade</u>.
During what period of time can a student be verified as establishing attendance?	Beginning Fall 2013, students must establish attendance at an academically related activity at least once <u>within the first 14 days</u> of class to be considered attending.
How does a student establish attendance?	According to the Department of Education, students must engage in at least one "academically related activity" to establish attendance. Below are the Department of Education guidelines regarding "academically related activities": <u>"Academically related activities include but are not limited to —</u> • 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 that is 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. <u>Academically related activities **do not** include activities where a student may be present but not academically engaged, such as —</u> • living in institutional housing; • participating in the school's meal plan; • <mark>logging into an online class without active participation; or</mark> • participating in academic counseling or advisement." Note that In online sections students must submit an assignment, take an exam, participate in an online discussion, or be otherwise engaged in an "academically related activity" as described above to be counted as having attended the section.

When is attendance reported to the college?	The reporting tool for attendance verification will become available one week after the start of classes, and will remain open during the next seven days. **Reporting of attendance verification <u>must</u> occur during this period for all sections where it is required.**
How is attendance verification reported?	**How to log in and enter Attendance Verification:** 1. Log into our.sinclair.edu following the login instructions 2. Click on the gray box that says "Web Advisor" 3. Click on "Faculty". 4. Click on "Grading/Attendance Roster" 5. Click on the small downward arrow by Select Term, chose the term to enter attendance, press "Submit" 6. Click on the small downward arrow by Final Grading or Attendance and click on "Attendance Roster" 7. Click in the box next to the class / section to record attendance, click on "Submit" 8. <u>Click on the box next to the student name to indicate each student who has attended the class at least once during the two weeks of class</u>. Use the mouse or tab key to maneuver on the screen. A check mark will appear when you click on the box. (HINT: Press Tab to move forward down the column or Shift Tab to move in reverse). The check mark indicates that the student did attend. 9. Verify you have entered attendance correctly, make any appropriate adjustments and press "Submit". The system will process the roster and <u>then display a confirmation screen showing the attendance records you just submitted for the section</u>. Click "Submit" and you will be returned to the Faculty Menu. 10. If there are more sections to report attendance in then click on the Grading / Attendance Roster link, and follow the above steps. 11. When all attendance has been entered, be sure to click on "Log out" to end the session. <u>You may login again and make any corrections necessary to sections up until the deadline</u>.
Can I change my attendance report after it has been submitted?	You can revise attendance reporting any time up until the deadline, fourteen days after the beginning of classes (counting the first day of class). After that time, attendance reporting will be closed and no further revisions can be made.
What should students do if they are reported as non-attending and want to appeal?	The faculty member (not their administrative assistant) must submit the Financial Aid Attendance Appeal form. The appeal form is only available electronically through Forms Central. The electronic form can be accessed under "Financial Aid" in Forms Central, and when submitted will automatically be forwarded to the Financial Aid office for review. *PLEASE NOTE: the Financial Aid & Scholarships office will no longer accept e-mails or hard copy forms for the attendance appeal process.*
What circumstances would warrant submitting an appeal for a student?	Appeals should be submitted if there was an error in the attendance verification report submitted by the faculty. Appeals should <u>not</u> be submitted if the student has not met any of the criteria for attending that are provided above.

What about students who were unable to attend during the attendance verification period (for example, due to hospitalization), but later begin attending class?	<u>Do not</u> submit an attendance appeal in circumstances such as hospitalizations and other events that prevented the student from attending during the attendance verification period. Please encourage the student to contact the Financial Aid office directly in these situations.
Is attendance verification required in "Seniors" sections?	No. If a section is entirely comprised of senior citizens <u>and</u> all students are auditing the course, no financial aid money is disbursed and there is no need for attendance to be verified.
Why are daily reminders sent to faculty who have not submitted attendance reports?	This is a federal financial aid requirement and failing to verify a student's attendance may result in aid being reduced for that student. Given the impact that failing to accurately report attendance verification can have on students, it is of paramount importance that attendance verification reports are submitted timely. The daily reminders that are automatically sent to faculty help ensure that the necessary attendance verification information is submitted.
Who should I contact if I have questions regarding attendance reporting?	If you have questions, please contact: Jared Cutler Assistant Provost for Accreditation and Assessment Phone: (937) 512-2789 Email: jared.cutler@sinclair.edu

Thank you for your help in ensuring that our students continue to have access to the financial aid funds that many of them need to achieve their educational goals!