

**College for Creative Studies
Academic Affairs Division**

Policies and Procedures

Office: Academic Affairs

Policy: Monitoring Attendance Records

CCS must record and monitor student attendance to establish enrollment and to properly handle Title IV assistance for students who withdraw from their classes.

Per Federal Regulations, when a recipient of Title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of Title IV grant or loan assistance that the student earned as of the student's withdrawal date. 34 C.F.R. 668.22(a)(1). For institutions that are required to take attendance, a student's withdrawal date is the last date of academic attendance as determined by the institution's attendance records. 34 C.F.R. 668.22(b)(1). An institution is required to take attendance if the institution itself has a requirement that its instructors take attendance. 34 C.F.R. 668.22(b)(3)(i)(B)-(C).

CCS has an attendance policy and a requirement that its faculty take attendance; therefore, CCS must have a procedure in place for routinely monitoring attendance records to determine in a timely manner when a student withdraws. In order to meet this requirement, faculty must record attendance during each class period and Academic Affairs must monitor attendance records every day for the first seven days of the semester and continue monitoring on a weekly basis for the remainder of the semester, to ensure that faculty have met their obligation in a timely manner.

Instructors for online courses, internships, or independent study are required to note when a student has commenced attendance in the course by marking them "present" the first time the student engages in academically-related activity (the College uses this as a measure of when the student has begun attendance), but are not required to maintain their roster throughout the semester or otherwise monitor attendance.

Procedure: Monitoring Faculty Student Attendance Records

- First Seven Days of the Semester
 - Each morning an Informer report of recorded student attendance activity is automatically generated and emailed to the Graduate and Undergraduate Coordinators.

- The Coordinators will review the report to ensure that all faculty have recorded the attendance of each student on the course roster.
- Faculty who have not recorded attendance receive an email from the Graduate and/or Undergraduate Coordinators carbon copied to the appropriate Dean, department chairperson, department administrator, and Associate Provost for Faculty Affairs indicating (1) the Office of Academic Affairs is aware attendance has not been recorded for the week, and (2) the faculty member must rectify the situation by the end of the day.
- Week 2 Through the End of the Semester
 - Each Monday an Informer report of recorded student attendance activity is automatically generated and emailed to the Graduate and Undergraduate Coordinators.
 - The Coordinators will review the report to ensure that all faculty have recorded the attendance of each student on the course roster.
 - Faculty who have not recorded attendance receive an email from the Graduate and/or Undergraduate Coordinators carbon copied to the appropriate Dean, department chairperson, department administrator, and Associate Provost for Faculty Affairs indicating (1) the Office of Academic Affairs is aware attendance has not been recorded for the week, and (2) the faculty member must rectify the situation by the end of the day.

Faculty who continuously neglect to record attendance according to the College's policy will face reprimand and/or serious consequences.