

**College for Creative Studies  
Academic Affairs Division**

**Policies and Procedures**

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**Office: Academic Affairs - Faculty**

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**Policy: Recording Student Attendance**

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.

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**Procedure: Recording Student Attendance**

- Each Class Period
  - Faculty must record each student's attendance during or immediately following each class period
    - If the student is present, they must be marked present
    - Include excused and unexcused absences

- Include tardies
- Online courses, internships, and independent study courses

### **Online Classes**

Per federal regulation, one of the following academically-related activities must occur, during the first class session, for the student to have “attended” an online course:

- submitting an academic assignment,
- submitting an exam,
- participating in an interactive tutorial or computer-assisted instruction,
- posting in an online study group that is assigned by the institution,
- posting in an online discussion about academic matters, and
- an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course

### **Internships**

Within the first week, the Career Services Office will verify that the student reported to the internship supervisor.

### **Independent Studies**

The faculty member will use the attendance roster to indicate that they met with the student during the first week of the semester.

- Instructions for recording attendance through WebAdvisor
  - Power Point with instructions available on Blackboard
    - Faculty > Documents > Taking Attendance Online

Faculty who continuously neglect to record attendance according to the College’s policy will be contacted by Academic Affairs.