



## Attendance Verification and Grade Submission

Regulations governing federal financial aid require accurate attendance data. Students are not eligible for federal financial aid if they are not enrolled and attending classes. The institution is subject to regular audit by Federal regulators, and if information is not recorded at the institutional level, auditors will require it from individual faculty.

When faculty do not keep accurate records of attendance, the College must return a significant amount of money to the federal government. In addition, the returned money becomes a past due balance on the students' bill, resulting in registration holds and, in some cases, the involvement of a collection agency. Our current verification process has resulted in the College having to return far fewer dollars (\$12,157 in Fall 2014, down from \$40,992 in Fall 2013). This is tremendous progress—thank you!

### NOTE:

Only students officially registered (graded or auditing) for a course may attend class. A student attending class but not appearing on the official class roll must be added to the class no later than the close of Attendance Verification as listed on the Academic Calendar. Additions to the Grade Roll forms can be found under the Faculty Tab in MyCharleston. **Additions to the roll after the deadline will require the permission of the Provost.**

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*In lieu of the College requiring all faculty to record and report attendance daily, faculty are asked to provide information at the following three points during the term:*

### **Beginning of Term**

All faculty must verify “attending” or “never attended” during the two weeks following Drop/Add by taking regular attendance. This is intended to identify and remove from the roll any student who has never once attended your course. In the past you were required to download and submit a paper “deletion from the grade roll” form. Now you are able to do this electronically using a special column created in “final grades” on the Faculty Tab in MyCharleston. You will have one week to enter this information.

For faculty not in the habit of taking attendance, you may elect to use a sign-in sheet, any one of several apps for attendance, the attendance function in OAKS, or any other method you think has a reasonable chance of identifying students who have never once attended.

### **Fall 2015 Attendance Verification Dates:**

Faculty take regular attendance: September 1 – 14, 2015

Report attendance: September 15 – 22, 2015

### **Midterm Grades**

Midterm grade submission is required for all undergraduate courses (excluding individual enrollments). In addition to A-F grades, the WA (Withdrawn Excessive Absences) will be available. Midterm grades are advisory and not permanently recorded in the student’s record. Entering a WA at midterm will trigger institutional action to contact a student. A WA at midterm indicates that a student has entirely disappeared from your course or has missed so much class that a WA final grade is inevitable.

The deadline for midterm grades is positioned 7 days in advance of the last day for students to withdraw. Although there are many good reasons for submitting midterm grades, doing so is essential to the attendance verification process because it provides a second institutional data point one week prior to the 60% point in the semester. After 60%, the student has earned the entire federal financial award and no return is deemed necessary.

**Fall 2015 Midterm grades are due by NOON on October 23, 2015**

### **Final Grades: F and WA Requirements**

When final grades are entered, a grade of F or WA requires that you enter the last date of attendance or “academic activity” (a quiz, an exam, work submitted, in-class work). Remember that entering a WA is equivalent to an F, but assumes that you have maintained attendance records in accordance with an attendance policy published on your syllabus. If a student has attended all semester but performed poorly and received the grade F, simply enter the last day of class or the day of the final exam (if you gave one).

**Fall 2015 Final grades are due by NOON on Friday, December 18, 2015**