

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

<b>Attendance Records</b>	<b>2-020 ACADEMIC AFFAIRS February 2014</b>
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INTRODUCTION

Based on Department of Education regulations, institutions granting federal student aid are required to have a process in place to determine a student's enrollment status. *"Your school must have a procedure in place to know whether a student has begun attendance in all classes for purposes of the federal grant program."* 34 CFR 668.21, 34 CFR 668.167, 34 CFR 690.78(b)(1) & (2), 34 CFR 674.16(f)(1) & (2), 34 CFR 676.16(d)(1) & (2), and 34 CFR 690.80(b)(ii).

POLICY

- 1.01 Faculty members are responsible for documenting a student's attendance to verify enrollment status. Faculty members may maintain these records in hard copy or electronic format and report attendance records to their respective academic division at OSU Institute of Technology (OSUIT). Faculty members report early attendance records and F/NP records to the Registrar's Office at the beginning and end of each semester.
- 1.02 Academic divisions at OSUIT are responsible for maintaining all documentation necessary for verification of each student's attendance and grades.
- 1.03 Attendance and grade records are to be maintained by faculty members for a minimum of three (3) years.
- 1.04 Attendance and grade records are to be maintained by Divisions/Departments for a minimum of five (5) years.
- 1.05 Grade records maintained as transcript records are to be maintained permanently by OSUIT via the Registrar's Office.

PROCEDURES

- 2.01 Faculty members are required to take attendance within the first 20% of the class time. For full semester classes, attendance must be taken and submitted between the 10<sup>th</sup> and 15<sup>th</sup> day from the start of the semester; by the 10<sup>th</sup> day of the start of the semester for a half semester course, or proportionate periods for block or short courses.
- 2.02 Faculty members will record attendance through *Web for Faculty* via Attendance Tracker Records.

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- 2.03 By the 16<sup>th</sup> day of the semester (or appropriate deadline for block or short courses) the Registrar will begin processing complete cancellations on those students whose records show they “never attended” any of the classes in which they were enrolled for the semester. This will prevent charges from being assessed. The Office of Financial Aid & Scholarships will make adjustments to financial aid in accordance with Department of Education regulations.
- 2.04 For those students whose record indicates they are attending some, but not all, of their classes, appropriate adjustments will be made to financial aid in accordance with Department of Education regulations. Registrar will not take action to drop courses without specific notification from students or the academic division.
- 2.05 After the Last Day to Drop of the semester (or appropriate deadline for half semester, block or short courses) students who never attended class but were assessed charges must submit a *Request to Appeal Charges or Grades due to Enrollment* to request a refund of their tuition and fee charges.
- 2.06 After the Attendance Tracker submission, faculty may report low attendance via the OSUIT Early Alert System.