

Attendance Guidelines for Instructors

Federal regulations require instructors to confirm student attendance/participation in courses in order to meet eligibility rules for federal financial aid. This is not a requirement to take daily attendance (though that is one acceptable method of verifying attendance). Rather, students are considered to have attended or participated in the course if they have demonstrated (and it can be documented) one of the following acceptable academically related activities:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- Submitting an academic assignment
- Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction
- Attending a study group that is assigned by the school
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course

Academically related activities **do not** include activities where a student may be present but not academically engaged, such as:

- Living in institutional housing
- Participating in the school's meal plan
- Logging into an online class without active participation
- Participating in academic counseling or advisement

Title IV Code –
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(7)

