



Federal Absence Reporting Summary

Background

To participate in Title IV funding, the US Department of Education (USDOE) requires colleges to have a mechanism to ensure that students establish initial eligibility for their financial aid and to determine when students unofficially withdraw from all their classes before 60% of the semester is over.

The mechanism used by Mott Community College to meet these requirements is reporting all absences for all students. Using this information, Financial Aid checks the data to ensure that students are in compliance with Federal regulations.

By implementing *On-Line Absence Reporting* using WebAdvisor, this process will become web-based, and will increase the reliability of the data.

Mott Community College faculty will be required to record absences throughout each semester as outlined below. Taking weekly attendance is encouraged.

Fall	Week 3, Week 6, Week 9 and Week 12
Winter	Week 3, Week 6, Week 9 and Week 12
Spring	Week 3 and Week 7
Summer	Week 3 and Week 7
Spring & Summer	Week 3, Week 7 and Week 12

Establishing Financial Aid Eligibility

To establish eligibility, a student must attend at least one class session or engage in some academic activity related to each of the courses. If the student does not do this, they have not established eligibility for their aid. The college is required to adjust their aid, return the funds to the USDOE and the student is then responsible for repaying any resulting amount due.

Determine unofficial withdrawals

If students stop attending all of their classes but do not officially withdraw from the college, they are considered to have unofficially withdrawn. When this occurs before 60% of the semester has passed, the student has earned only a percentage of the aid they are originally given. The school must return a portion of the unearned aid to the USDOE and the student is responsible for repaying any resulting amount due. In addition, the student may owe the USDOE directly for unearned aid.



Purpose of the 3rd, 6th, 9th and 12th week reports

3rd Week

Verify that the student has established eligibility for financial aid money for 15 week classes.

6th Week

Verify that the student has established eligibility for financial aid money for Fall² and Winter² classes.

9th Week

Verify that the student has established eligibility for financial aid money for second 8 week classes.

12th Week

Verify student attendance at any point beyond 60% of the semester, in other words, determine which students have stopped attending all of their classes and are considered to have unofficially withdrawn.



Why are distance learning classes now required to report?

Historically, only courses delivered in the traditional manner (on campus classes) had absence reports generated for completion and submission. With the advent of alternative methods of course delivery via distance learning (OE/OE, online, video) and the increase in the number of courses offered and the number of students using these methods, it has become necessary to add distance learning classes to the federal absence reporting process. This will be effective beginning Fall 2005.

How do I determine attendance?

See Attendance Criteria for what constitutes attendance by type of class.

How do I determine absence reporting weeks?

See Reporting Deadlines Help screens located in Web Advisor

Fall - Week 3, Week 6, Week 9 and Week 12

Winter - Week 3, Week 6, Week 9 and Week 12

Spring - Week 3 and Week 7

Summer - Week 3 and Week 7

Spring & Summer - Week 3, Week 7 and Week 12



Attendance Criteria

What constitutes "attendance"?

TYPE OF CLASS	STUDENT HAS ATTENDED IF THEY HAVE:
Traditional courses	Attended class at least once a week
OE/OE courses and Modular	Attended the orientation session or Submitted at least one academic assignment or Taken at least one academic test
Video courses	Attended the orientation session or Picked up their syllabus from the Distance Learning office or Submitted at least one academic assignment or Taken at least one academic test
Online courses	Attended the orientation session or Emailed the instructor and/or logged into blackboard or Submitted at least one academic assignment or Taken at least one academic test

If student **does not** meet the above attendance criteria, click the appropriate box for the week "missed" to place a check indicating non-attendance for that week. If there are no absences to report for any students in the class, place a check in the "No Absences to Report" box at the bottom of the roster. Be sure to click the submit button when done.

Non-Attendance Issues for Distance Learning students - DL students not meeting the attendance criteria will be contacted by the Office of Financial Aid and directed to contact their instructor to resolve their non-attendance problem.

TYPE OF CLASS	TO RESOLVE NON-ATTENDANCE PROBLEM THE STUDENT MUST CONTACT THE FACULTY MEMBER
OE/OE courses and Modular	Contact by phone or email For orientation or Turn in assignments
Video courses	Contact by phone or email Instructor will determine requirements to be met.
Online courses	Contact by email or blackboard Instructor will determine requirements to be met.

If students receive a letter from the financial aid office regarding their lack of attendance, it is their responsibility to ask the instructor to provide the Financial Aid office with their last date of attendance. OE/OE faculty may be asked to sign the non-attendance letter that the student receives.