

## **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.

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.

Mott Community College faculty are required to record attendance throughout each semester. Weekly attendance reporting is strongly encouraged and reminder emails will be sent the week following any missed reporting.

### **Establishing and Maintaining Financial Aid Eligibility**

To establish eligibility, a student must have attended at least one session of each of their registered courses at the time the aid is distributed. Failing to attend a course will result in Title IV funds being held until eligibility is verified. 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 Withdrawals**

According to federal regulations, a student is considered withdrawn from a credit-hour program when they do not complete ALL the days in the semester they were scheduled to complete. Mott considers the following as a semester withdrawal:

#### **Official**

1. Students who stop attending all of their classes and complete the official withdrawal process.
2. Students who stop attending a class and officially withdraw from it AND still are or were enrolled in a mini-session course.

#### **Unofficial**

1. Students who stop attending their classes, do not complete the official withdrawal process and are reported absent 5 consecutive times in a class AND do not show any other course has been attended on or after the 5<sup>th</sup> consecutive absence.
2. Students who receive failed grades in all enrolled classes.

If a student is determined to have withdrawn, they may be responsible for a portion of the charges they've incurred, which is calculated based on the last date of attendance reported.

Once a student has completed more than 60% of the semester, the student has earned all the aid they've already received. If a student has not completed more than 60% of the semester, the school must return a portion of the unearned aid to the USDOE and the student would be responsible for repaying any resulting amount due.

## **Attendance Criteria**

### **TYPE OF CLASS**

Traditional Courses

OE/OE Courses and Modular

Video Courses

Online Courses

### **STUDENTS HAVE ATTENDED IF THEY:**

Attended class at least once a week\*

Attended the orientation session, or submitted at least one academic assignment, or took at least one academic test

Attended the orientation session, or picked up their syllabus from the eLearning Office, or submitted at least one academic assignment, or took at least one academic test

Attended the orientation session, or emailed the instructor, and/or logged in using Blackboard, or submitted at least one academic assignment, or took at least one academic test

If a student does not meet the above attendance criteria, click the appropriate box for the week "missed" to place a check mark 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 top of the roster. Be sure to click the submit button when done.

\*The determination of whether a student is present in class is at the discretion of the instructor. However, Student Services recommends that students should be considered present if they have attended at least 75% of a scheduled class session.