

****ATTENDANCE TRACKING REQUIRED IN ALL COURSES****

The process for attendance tracking is slightly different this year. Please read the information below carefully.

All courses (regardless of type) *must* track student attendance using the Self-Service module in the Faculty area within the MyMoreheadState portal. Attendance must be documented for each student during **every class period from AUG. 17 to AUG. 24, 2020** in order to ensure that the University is compliant with Department of Education regulations. Instructions and a short video on how to track attendance in Self-Service are attached.

According to the U.S. Department of Education, a student achieves minimal academic attendance to be eligible to receive federal financial aid by committing just one act of learning. You are being asked to take attendance during the first six days of classes to provide the documentation necessary for the University to disperse financial aid to our students. In *face to face or hybrid/hyflex* courses, this means that a student is present and participates in a learning experience. For *online classes*, a student simply logging in to the course cannot be counted as “present.” Federal guidelines outline the types of activities that online students must do in order for us to count them as present. The examples they provide include:

- Submission of an academic assignment
- Submission of an exam
- Documented student participation in an interactive tutorial or computer-assisted instruction
- Posting showing student participation in an online study group
- Posting on a discussion forum about academic matters
- An email from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

Please mark attendance for **all** meeting periods that appear in the Self-Service list during the window of time listed above. If your class is face to face, you should see an attendance list for each class meeting – mark each. If your class meets online or doesn’t have a regular meeting time (i.e., directed study, private lessons, student teaching, etc.), you should see a listing for each Monday of the semester -- please mark attendance across the weekly period since it was last marked. For example, mark attendance each Monday representing the students’ activities during the past week.

Students who are reported as having not attended any of the classes which they are enrolled in will be notified on AUG. 25 to contact their instructor to have their attendance record updated. Faculty should adjust the attendance tracking by AUG. 30 if contacted by a participating student. An updated listing will be pulled on AUG. 31 and schedules **will be dropped and financial aid will be canceled** for all students who are still reported as not attending ANY of their classes.

Thank you for your continued support of our students through attendance tracking. If you have questions please contact the Office of Undergraduate Education and Student Success at 783-2003.