



I. Policy Title:

Attendance Verification

II. Policy Statement:

Class attendance is critical to the educational process; therefore, each student is expected to attend all lectures, seminars, laboratories and field work for each registered class, including the first class session, in order to verify registration with instructors and to complete all work assigned for the course. Failure to attend class(es) may seriously jeopardize a student's academic standing and prevent students from attaining their academic goals.

If a student does not attend class during the two weeks (first ten instructional days) of the semester and does not give prior notification to the instructor of reasons for absence and intent to attend the class, the student will be dropped from the course.

Students who have registered for an online class can log into the University Learning Management System to confirm attendance and demonstrate active engagement in an academically-related activity, such as contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

III. Scope of Policy:

Students are expected to be regular and punctual in class attendance and to fully participate in the courses. The University believes that students themselves are primarily responsible for attendance and class participation.

IV. Effective Date: This policy is effective upon official approval by the ASU Board of Trustees

V. Audience:

All university faculty including academic and administrative personnel, and students are required to follow this policy.

VI. Designated Responsibilities and Applicability of Attendance Verification

The Provost, Associate Provost, Assistant Provost, Deans, Associate Deans, Department Chairs, Faculty, Academic Advisors, Faculty Advisors, and the University Registrar have a fundamental responsibility to:

- Have a general knowledge of the attendance verification policy;
- Incorporate this policy into daily operations and distribute to all faculty, students, and staff.
- Faculty must confirm attendance for each student in all courses in which they are assigned.
- Academic Systems Analyst will monitor and generate attendance reports and provide to the Provost and Vice President, Associate and/or Assistant Provost.

- The Office of the Provost and Vice President of Academic Affairs will distribute the attendance reports to each academic dean for action to ensure attendance verification for all students by a designated date each semester.

VII. Policy Management:

Responsible Office(s): Provost and Vice President for Academic Affairs, Academic Deans, Department Chairs, Faculty (full-time-part-time), Office of Technology Services, and Registrar

Responsible Executive: Provost and Vice President for Academic Affairs, Associate and/or Assistant Provost

Responsible Officer(s): Provost, University faculty, Academic Deans, Department Chairs, Academic Systems Analyst/designee and University Registrar

VIII. Procedures:

ASU has an Attendance Verification process that is used by faculty and administration to identify students who are actively registered and attending courses, or identify students registered for courses but not attending. Federal regulations require the institution to confirm students are attending classes before Financial Aid will be released.

1. At the beginning of each semester faculty complete the attendance verification by indicating if a student enrolled in a course has attended or not attended.
2. At the end of add/drop during each semester/term the Office of Records and Registration contacts class instructors to request they verify the students on their class roster.
3. Students must be involved in academically related activities to include:
 - 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 instructor
 - 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
4. After final grades have been posted, for any students receiving a failing grade, instructors will be asked to enter if a student has not attended at all, completed the course, or has not attended since a specific date (the last date of attendance will need to be entered).

Document History

Approved by BOT: September 6, 2019