

ATTENDANCE VERIFICATION

OVERVIEW

It is the responsibility of Dabney S. Lancaster Community College instructors to verify attendance at the start of the semester and, at the end of the semester, to provide last date of attendance for all students who earned a F or equivalent grade.

DEFINITION OF 'ATTENDANCE'

The amended 34 CFR Section 668.22 of the Higher Education Amendment (HEA) of 1998 became effective on July 1, 2011 and provided this definition of "Academic Attendance" and "attendance at an academically-related activity":

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

Academic attendance does NOT include activities where a student may be present, but not academically engaged, such as

- (1) Living in institutional housing;
- (2) Participating in the institution's meal plan;
- (3) Logging into an online class without active participation; or
- (4) Participating in academic counseling or advisement.

Source: <https://www.gpo.gov/fdsys/pkg/CFR-2011-title34-vol3/pdf/CFR-2011-title34-vol3-sec668-22.pdf>

INSTRUCTOR RESPONSIBILITY

Instructors in on-ground classes should verify attendance by identifying students who physically attended class.

Distance Learning instructors should require some kind of activity during the first week (7 days) of class. Completion of the activity indicates attendance. For example, instructors might ask students to (1) introduce themselves in an online discussion forum, (2) complete a quiz over the course syllabus, (3) complete a diagnostic test, or (4) submit a writing sample.

Blended learning or hybrid instructors will count students as present if they attend class or participate in an online activity.