

## **MEMORANDUM**

**TO:** University Faculty

**FROM:** Vilas A. Prabhu, Ph.D., M.B.A.  
Provost and Vice President  
for Academic Affairs

**DATE:** January 22, 2018

**RE: DROP FOR NON-ATTENDANCE POLICY**

Following are instructions for faculty regarding how to comply with the [Drop for Non-Attendance policy](#), which was updated following a Department of Education audit that found the former policy to be out of compliance with federal financial aid regulations.

Please review the policy excerpt below:

At the beginning of the semester (or course for those following a non-standard schedule), faculty will check student rosters for all classes and report through the appropriate means the names of any students who fail to attend both of the first two class meetings. Exceptions are permitted if students have contacted the faculty to make special arrangements.

The Provost's Office will remind faculty of the expectation to verify student attendance at the beginning of each regular semester and will provide details of how absences are to be reported.

To ensure that the University will be in compliance with Federal Department of Education regulation 34CFR 668.21, at the beginning of each term or semester, faculty will report to their department secretaries the names of any students registered in their classes who fail to attend both of the first two class meetings. Official registration is based on the course roster accessible through MAX. Exceptions are permitted if students have contacted the faculty to make special arrangements. Students are notified on the first day of the semester by a separate email of this policy. In that email, they are advised to click into online classes during the first week.

Department secretaries should report the attendance information to the Registrar's Office, [registrar@millersville.edu](mailto:registrar@millersville.edu) by **Friday, February 2, 2018**.

Please be aware that when reporting grades at the end of the semester, faculty must report an estimated date of last attendance for all students receiving failing grades (either earned or based on non-attendance) after the add/drop period. These data are critical to determining dates of unofficial withdrawals, which require a return of funds to the federal government. The date of last attendance is an active field in the gradebook, and instructions will be distributed prior to finals week.