

MEMORANDUM

TO: University Faculty

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

DATE: August 23, 2018

RE: REMINDER OF FACULTY REPORTING RESPONSIBILITIES RE: CLASS ATTENDANCE

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 are directed to report to their department secretaries the names of all students registered in their classes who fail to attend both of the first two class meetings. Exceptions are permitted if students have contacted the faculty to make special arrangements.

Official registration is based on the course roster accessible through MAX. Please be aware that if you add students manually to D2L class rosters, they are not officially registered for the class until they do so through MAX.

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 shall report the attendance information to the Registrar's Office, registrar@millersville.edu by **Friday, September 7, 2018**.

This is in accordance with the University Governance Policy "[Drop for Non-Attendance](#)."

Please also be aware that faculty must also report estimated date of last attendance at the 60% point of the semester, which is **November 2, 2018**. For mini-mester (i.e., 7-week classes), such reporting should be done at the time of grade submission, at the end of each mini-mester.

These data are critical to determining dates of unofficial withdrawals which require return of funds to the federal government.