

MEMORANDUM

TO: All University Faculty

FROM: Vilas A. Prabhu
Provost and Vice President
for Academic Affairs

DATE: October 29, 2018

SUBJECT: **VERIFICATION OF ATTENDANCE REQUIRED BY NOVEMBER 2, 2018**

As discussed earlier this year at Meet and Discuss, Faculty Senate and your College Councils, Title IV of the Higher Education Act requires universities to determine whether or not financial aid must be returned for recipients who withdrew or stopped attending during the term. This is calculated by verifying attendance in academically related activities, whether or not the student withdraws from courses. The Pennsylvania State System of Higher Education has set three enrollment check points for each semester: the “add/drop” period, the 60% point and the end of the semester. These reporting dates provide a framework to allow universities to remain in compliance with the Higher Education Act.

The Registrar’s Office is still seeing cases where faculty have not reported in a timely manner students who are no longer attending, causing a delay in Title IV recalculations and return of funds. Students who stop attending during add/drop should be reported to the Registrar and will be dropped automatically.

Noncompliance with the federal regulatory requirements has serious negative consequences for both Millersville University and our students, including the required return of financial aid funds already distributed to students and large potential fines to the institution. Faculty are required to use the Early Alert System, available through the MU myVille Portal, to report **no later than November 2, 2018** any student who stopped attending between the end of the add/drop period and the 10th week of classes. **Noncompliance with these reporting requirements will result in disciplinary action.**

As in prior years, reporting the date of last attendance for students with F grades will also continue to be required at the time final grades are submitted.

Instructions:

- **Log on to your MAX account**
- **Choose the Early Alert option in the faculty menu**
- **Find the student on the appropriate course roster**
- **Check the “stopped attending” button (text also reads: “student has stopped attending class”)**
- **In the comment section, enter the student’s last date of attendance in the following format: mm/dd/yyyy (ex. 02/13/2018)**

Millersville University amended its “Drop for Non-Attendance” policy in October 2016 to define the failure for non-attendance grade (Z): an “unearned” failing grade (Z) is to be assigned to students who stopped attending class before the 60% point. Students who are reported as no longer attending will be assigned a grade of “Z” by the Registrar’s Office.

Your attention to these reporting requirements is greatly appreciated.