

## MEMORANDUM

**TO:** University Faculty

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

**DATE:** August 22, 2019

**RE: 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 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.

Faculty should report students who meet criteria for non-attendance during the first two weeks of class by email directly to the Registrar at [registrar@millersville.edu](mailto:registrar@millersville.edu). Include the name, last date of attendance, and CRN for each student/course you are reporting. The reporting due date is **Friday, September 6, 2019**.

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 1, 2019**. 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.

The attached file provides guidance on how to report non-attending students using the Early Alert system.

Thank you for your cooperation with this reporting requirement.

## **Reporting for Non-Attendance Tip Sheet for Faculty**

**Background:** In order to comply with U.S. Department of Education Regulation 34CFR 668.21, Millersville University must report the names of financial aid recipients to the U.S. Department of Education within 30 days of the date they stop attending class. Failure to do so will result in the levying of significant fines against the University and the potential loss of access to federally-funded financial aid (i.e., Title IV funds).

### **Definitions of Non-Attendance**

For the purpose of financial aid reporting, students are considered **in attendance** if they engage in any or all of the following activities:

1. Face-to-Face classes:
  - a. Attending class
  - b. Submitting homework assignments
  - c. Sitting for exams (in person or online)
  - d. Where applicable, logging in to the course's D2L page
  - e. Communicating<sup>1</sup> with the course Instructor either in person or electronically
  
2. Distance/Online courses
  - a. Submitting homework assignments
  - b. Taking exams
  - c. Logging in to the course's D2L page
  - d. Communicating<sup>1</sup> with the course Instructor either in person or electronically

### **Reporting Periods & Mechanisms**

There are **two** official reporting periods for 15-week classes meeting during Fall and Spring semesters. Deadlines and mechanisms for reporting are:

1. **The end of week two:** Students who meet criteria for non-attendance during the first two weeks of class should be reported **directly to the Registrar:**
  - a. Email the Registrar at [registrar@millersville.edu](mailto:registrar@millersville.edu).
  - b. Include the name, last date of attendance, and CRN for each student/course you are reporting.
  
2. **The end of week ten:** Students who meet criteria for non-attendance between weeks three and ten of the semester should be reported **through the Early Alert System.** To do so:
  - a. Log in to MAX.
  - b. Select "Faculty Services."
  - c. Select "Early Alert."
  - d. Locate the course in which non-attending student(s) are enrolled. Select "Provide Feedback between..." associated with this course.
  - e. Click on the rightward pointing arrow next to the student you intend to report.
  - f. Select "Report to the Registrar's Office that the student has stopped attending the course. Enter last date of attendance in the comments below."

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<sup>1</sup> This excludes communication that is not related to course content or attendance.

- g. Enter the last date of attendance in the comments section.
- h. Repeat steps e-g for each student in this course.
- i. Select “Submit” at the bottom of the page.
- j. To report students in other courses, select “Provide feedback for another course” at the bottom of the page and repeat steps (a)-(i).

While these dates mark official reporting periods, Faculty are encouraged to report a student as soon as they suspect s/he has stopped attending class.

If a student stops attending your class after the end of the 10<sup>th</sup> week, they should receive a grade as earned.

Faculty with courses that meet for fewer than 15 weeks should contact [registrar@millersville.edu](mailto:registrar@millersville.edu) to obtain the relevant reporting dates.

### **Questions**

Any questions regarding if, when, or how to report students for non-attendance should be directed to the appropriate College Dean.

### **Thank You**

The financial health and sustainability of Millersville University depends on the accurate and timely reporting of students who may be in violation of federal guidelines for financial aid. We appreciate the time and effort invested by Faculty members in helping us comply with this federal regulation.