

MEMORANDUM

TO: University Faculty

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

DATE: February 24, 2020

SUBJECT: **REPORTING NON-ATTENDING STUDENTS**

This is a request to please check your Banner rosters to ensure that all students who registered are attending, and also that all students who are attending are on the Banner rosters.

All faculty are strongly encouraged to use the Early Alert system to report the last date that a student was engaged in academic activities, as soon as the faculty are aware of this lack of attendance or engagement. There is no need to wait until the 10th week of the semester (i.e., the 60% reporting point of Friday, April 3, 2020).

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. Communicating¹ 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. Communicating¹ 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.
 - 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."

¹ This excludes communication that is not related to course content or attendance.

- 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.”
- 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 10th week, they should receive a grade as earned.

Faculty with courses that meet for fewer than 15 weeks should contact 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.