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Provost Announcement- January 19, 2021

Wright State University Office of the Provost

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[OFFICIAL-L] Establishing Attendance/Participation for Federal Compliance

Dear Colleagues,

As part of our responsibility for awarding federal financial aid, Wright State must demonstrate that students begin/establish attendance or complete an academically related activity for each individual course. The university is required to collect this information to be compliant with Federal Title IV regulations.

To support these efforts, it is important to identify any student who has never attended your class. Students who do not attend at least one class meeting or do not establish participation in an online course may be administratively removed from the roster for that course.

By now, all instructors should have received a progress report email with a link in the message to access the Progress Report form. The link is customized and opens to your class roster. Please report any student who has never attended or participated by selecting “ADMIN DROP: Never Attended.” This will inform the registrar to remove the student from your course per [University Policy 3430: Course Registration, Add, Attendance Drop Policy](#). An automatic email will be issued to the student informing them that they will be dropped for non-attendance/non-participation.

With most classes being offered remotely in early January, attendance/participation may be established according to the following guidelines:

For **online courses**, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate attendance/participation. You must demonstrate that a student participated in class or was otherwise engaged in an academically related activity. Examples of an **academically related activity** in an online class include (but are not limited to):

- student submission of an academic assignment,
- student submission of an exam,
- documented student participation in an interactive tutorial or computer-assisted instruction,
- a posting by the student showing the student’s participation in an online study group that is assigned by the instructor,
- a posting by the student in a discussion forum showing the student’s participation in an online discussion about academic matters, and
- an email from the student or other documentation showing that the student-initiated contact with a faculty member to ask a question about the academic subject studied in the course.

For additional information see the Faculty FAQs at wright.edu/registrar.

Thank you for participating in this critical process.

Douglas W. Leaman, Ph.D.
Interim Provost

Posted Tuesday, January 19, 2021