

## Policy for tracking attendance & last date of attendance in all courses

Attendance reporting is a crucial aspect of maintaining Cornell's eligibility for Title IV federal financial aid funds. We are obligated to document and be able to report to the US Department of Education (US DOE) the last date of attendance (LDA) for any student who stops attending a class before the last day of the block. Self-Service has a function that will allow us to document the last date of attendance.

Cornell's policy is for faculty to submit final class rosters to the Registrar's office (via Self-Service) by noon on the fourth day of each block. Faculty should track attendance for their own records in case they are asked to report a last date of attendance for any student who withdraws from a class or from the college.

When submitting grades, faculty are required to record the last date of attendance (LDA) in Self-Service for any student who does not complete the class, meaning they stopped attending and participating prior to the last day of the block--this includes students who have petitioned for a W or WH in the course and students who have requested an Incomplete. This can be done in the Overall Attendance section (the same place where you submit attendance on day 4).

The screenshot displays the 'Attendance' section of a Self-Service interface. On the left, there is a sidebar with 'Course Options' and 'Attendance' sections. The main area shows course details for '2020/Fall/Block 2 - ECB 225/Course/A' and a table of student attendance records. The table columns are: Name, Absence (Excused, Unexcused), Tardiness (Excused, Unexcused), Overall Attendance, and Last Date Attended. The 'Last Date Attended' column is highlighted with a yellow circle.

Name	Absence		Tardiness		Overall Attendance	Last Date Attended
	Excused	Unexcused	Excused	Unexcused		
[Redacted]	0	0	0	0	Attending	[Redacted]
[Redacted]	0	0	0	0	Attending	[Redacted]
[Redacted]	0	0	0	0	Attending	[Redacted]
[Redacted]	0	0	0	0	Attending	[Redacted]
[Redacted]	0	0	0	0	Attending	[Redacted]
[Redacted]	0	0	0	0	Attending	[Redacted]
[Redacted]	0	0	0	0	Attending	[Redacted]

**As of July 1, 2021, the DOE has new regulations for defining academic attendance. These are meant for ALL classes (online or in person).**

A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity.

Examples of acceptable evidence of academic attendance and attendance at an academically related activity for all courses include:

- ◆ attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- ◆ submitting an academic assignment;
- ◆ taking an assessment or an exam;
- ◆ participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;

- ◆ participating in a study group, group project, or an online discussion that is assigned by the institution;
- or
- ◆ interacting with an instructor about academic matters.

The US DOE regularly audits institutions to verify Title IV financial aid is being used appropriately. Providing evidence of student attendance and participation in courses of all modalities is a vital part of these audits. Your cooperation is appreciated. If you have questions, please contact Registrar Megan Hicks at [mhicks@cornellcollege.edu](mailto:mhicks@cornellcollege.edu).