



Office of Financial Aid and Scholarships

ATTENDANCE VERIFICATION

INTRODUCTION

Federal regulations require an institution to document that students receiving Title IV funds have attended or conducted some form of academic activity in the classes for which they receive aid. This verification must be completed by certain deadlines or JMU could be liable for inappropriately disbursing funds.

As a result, faculty must complete a one-time collection of Attendance/Academic Activity Verification rosters via MyMadison to provide the required verification of student enrollment.

WHEN

Census Date (rosters are created)

- Spring 2021
 - January 6 (1W1)
 - January 12 (2W1)
 - January 13 (1W2)
 - February 9 (semester and 7W1)
 - April 15 (7W2)

7 Days (time available to enter responses)

- This includes the day the roster was created.
 - Emails will be sent on:
 - First day of semester (reminder)
 - Census Date (rosters created)
 - 5th day and 7th day of roster (warning)
-

WHERE

MyMadison

- Once you receive the email that your roster(s) have been created, log into MyMadison.
 - Click on "My Schedule" in the Faculty tab and make sure you select the correct term (i.e. Spring 2021).
 - Click on the "?" symbol next to the course you wish to verify.
 - Complete the verification using the dropdown box beside each student.
 - Check the instructor certification box and save.
-

WHAT

Academically related activities, as defined by the U.S. Department of Education, include but are not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students.
- Submitting an academic assignment.
- Taking an exam, an interactive tutorial or computer-assisted instruction.
- Attending a study group that is assigned by the school or instructor.
- Participating in an online discussion about academic matters.
- Initiating contact with you, as the instructor, to ask a question about the academic subject studied in the course.
- Engaging in an online academically related activity or initiating contact with you, the instructor, to ask a course-related question.

A student cannot be considered academically engaged if:

- They've logged into a class but done nothing further.
- Emailed you, the instructor, with a promise to participate and nothing more.

WHO
does
this
affect?

All Students

- This verification is for all students in all classes, except ones that are zero credit.
 - This will include any students who have withdrawn so it may be helpful to save attendance information for students outside of Canvas.
 - If a student is added to your class after the roster is created, notify finaid_compliance@jmu.edu.
-

WHAT
happens
if I enter
"no" for a
student?

If you have determined that a student has not attended or completed academic activity and entered "No" as your response:

- The student will receive an email from the Registrar's Office that they will be administratively withdrawn from the course due to non-attendance.
 - The financial aid office will adjust the student's financial aid based on the new enrollment.
-

HOW
do I
change
my
answer?

If you are still within the 7-day window for updating rosters, you should:

- Log back into MyMadison, change your answer and save.

If the roster has closed and your student was withdrawn, you should:

- Email finaid_compliance@jmu.edu and request that your original response of "No" be overridden.
 - The financial aid office will then contact the Registrar's Office and request that the student be re-enrolled.
-

WHAT
happens
if I miss
the
deadline?

If you miss the deadline to submit responses for your students:

- You will receive an email saying that you've missed the deadline to report information and the rosters are closed.
 - The students in your roster(s) will be contacted as well.
 - To report information for your rosters, email finaid_compliance@jmu.edu with your responses, including the course number.
 - After one week, any remaining blank responses will be updated as "No."
 - **Please Note:** The process of updating rosters manually after the deadline is time consuming and a student's financial aid and/or enrollment could be negatively impacted as a result. Updating rosters in MyMadison is the best way to ensure student's are appropriately reviewed in a timely manner.
-

HOW
should I
respond?

If my student completed one activity or attended one class and nothing further?

- You will enter "Yes"
 - The purpose of this verification is not to make a determination of how well students are attending but simply that they did.
-

HOW
should I
do this?

I don't take attendance, how do I know who has attended?

- The process of collecting this information is completely up to you as the instructor.
 - It may be necessary to alter your course schedule so that information can be obtained between the beginning of school and census date.
 - Consult with your Department if you need help determining a method(s) for collecting this information.
-

**MORE
QUESTIONS?**

Thank you for your help in keeping JMU in compliance with Federal Regulations!

- If you have additional questions, comments, and/or concerns, please contact the Financial Aid Office at finaid_compliance@jmu.edu.