JMU
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 engaged in some form of academic activity in their classes. This verification must be completed within 30 days of the semester/block/session census date 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 participation.

WHEN

Census Date (rosters are created)
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)

Summer 2021
- May 12 (1W1)
- May 20 (2W1)
- May 21 (4W1)
- May 25 (6W1)
- May 25 (8W1)
- June 1 (10W)
- June 2 (12W)
- June 4 (2W2)
- June 16 (1W2)
- June 18 (4W2)
- June 24 (8W2)
- July 7 (6W2)
- August 12 (CLN)

Fall 2021
- September 14 (Semester and 7W1)
- November 3 (7W2)

Spring 2022
- TBD (Winter Sessions)
- February 8 (Semester and 7W1)
- TBD (7W2)

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. Summer 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

The U.S. Department of Education defines academic engagement as active participation by a student in an instructional activity related to the student's course of study that:

1. Is defined by the institution in accordance with any applicable requirements of its state or accrediting agency;
2. Includes, but is not limited to:
   - Attending (physically or online) a synchronous class, lecture, recitation, or field/laboratory activity where there is an opportunity for interaction between the instructor and students.
   - Submitting an academic assignment.
   - Taking an assessment or exam.
   - Participating in a tutorial, webinar or other computer-assisted instruction that is interactive.
   - Participating in a study group, group project, or online discussion that is assigned by the instructor.
   - Initiating contact with you, as the instructor, to ask a question about the academic subject studied in the course.
   - Interacting with an instructor about academic matters.

A student cannot be considered academically engaged if:
- They've logged into an online class or tutorial without further participation.
- 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:
    - *The subject and course number of your class(es)* ***AND***
    - *"All students have participated"* ***OR*** *"All students except...have participated"*
- 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 actvity 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.

WHAT
is this?

I've never heard of attendance verification before.

- The federal requirement of having to attend classes in order to establish financial aid eligibility is not new but JMU did not have an automated way for professors to confirm attendance until the Fall 2020 semester. It is a complex process and we appreciate your patience as everyone becomes more aware and comfortable with this large scale change.

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.