



ATTENDANCE VERIFICATION

INTRODUCTION

Federal regulations require institutions to verify that students receiving financial aid 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 your participation in their classes.

WHAT

According to the Department of Education, academic engagement includes:

- Physically (or virtually) attending a live (not pre-recorded) class
- Submitting an assignment
- Taking an assessment or exam
- Participating in a tutorial, webinar or other instruction that is interactive
- Participating in a study group, group project, or an online discussion assigned by the instructor
- Engaging with the instructor to ask a course-related question

You cannot be considered academically engaged by:

- Logging into an online class or tutorial without further participation
- Emailing the instructor with a promise to participate and nothing more
- Utilizing university services such as housing, meal plan, counseling, advising, etc.

HOW

MyMadison

- There is nothing you need to do aside from participate in your class(es).
- Professors will be contacted on the census date(s) of each term letting them know that rosters have been created in MyMadison and they have 7 days to enter responses of "yes" or "no" for all students.

WHEN

Census Dates for 2024-25 Academic Year (Summer, Fall and Spring):

Summer 2024

- May 15 (1W1)
- May 23 (2W1)
- May 24 (4W1)
- May 29 (6W1)
- May 30 (8W1)
- May 31 (10W)
- June 4 (12W)
- June 6 (2W2)
- June 21 (4W2)
- June 28 (8W2)
- July 10 (6W2)
- August 15 (CLN)

Fall 2024

- September 10 (Semester and 7W1)
- October 30 (7W2)

Spring 2025

- January 4, 9 & 10 (Winter Sessions 1,2,3)
- February 11 (Semester and 7W1)
- April 10 (7W2)

WHO

All Students

- Attendance verification is for all students in all classes, except courses that are:
 - Zero Credit
 - Continuanace
 - Consortium
 - International Study Group
- The rosters will also include any students who have withdrawn from the class after the add/drop date.

WHY

I don't receive financial aid, why is this affecting me?

This requirement directly affects students with financial aid but it is also important for head count and enrollment reporting purposes for the university. If a student has no academic activity in their class(es) they will be administratively withdrawn from it/them by the Registrar's Office regardless of financial aid status.

WHAT

What happens if my professor enters "no" for my class?

- An email will be sent from the Registrar's Office indicating that because of non-activity you will be administratively withdrawn from the course.
 - If you have financial aid, we will adjust it (if needed) based on your new enrollment.
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CAN

Can my professor change their answer?

- Yes, but it is completely up to the instructor so you would need to contact them to discuss your options.
 - If your professor decides to change their answer, they will communicate that with our office.
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WHAT

What happens if my professor misses the deadline?

- Both you and your professor will receive an email
 - Your professors email will have instructions to email our office with their responses so the information can be entered manually.
 - Your email will be informational so you are aware of the situation and can contact your professor as well in an attempt to obtain the necessary attendance verification.

Note: If rosters aren't completed during the 7-day window after census date, the resolution of manually entering information can be very time-consuming. We appreciate your patience while this is resolved as quickly as possible.

HOW

How will this affect my financial aid?

- If professors indicate "yes" for all of your classes, nothing will be affected.
 - If one or more of your professors enter "no," we will look at the types of financial aid you've received and adjust accordingly.
 - For example, if you have a Pell Grant and you were enrolled in 12 financial aid eligible hours and a professor indicated "no" for one class, bringing you down to 9 FA hours, your budget for that semester and the Pell grant amount would be reduced to reflect 9 FA hours.
 - This change will not reduce your tuition charges so it could result in a bill.
 - If all of your professors enter "no," you will essentially be withdrawn from the university and any financial aid you have for that semester would need to be cancelled.
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WHAT

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. Beginning in the Summer 2020 term, a process was developed to provide a more automated method for professors to confirm attendance through class rosters in MyMadison. We hope this process will help make the attendance confirmation requirement easier to manage for everyone involved.
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MORE QUESTIONS?

Take a look at our website and email any additional questions you have!

- Website: <https://www.jmu.edu/financialaid/learn/att-ver.shtml>
- Email: finaid_compliance@jmu.edu.