



## ATTENDANCE POLICY

Per the Lamar University Student Catalog, regular class attendance/participation is important to the attainment of educational objectives. The University must abide by federal guidelines to verify attendance in each course for which a student is enrolled. Verification of enrollment is key in ensuring students are eligible for student aid, supporting retention initiatives and maintaining accurate enrollment data.

Eligibility for most federal student awards, which include but are not limited to, the Federal Pell Grant, Federal Supplemental Equal Opportunity Grant (FSEOG), TEACH Grant, Direct Subsidized and Unsubsidized Student Loans, PLUS Loans, and Perkins Loans is dependent on a student's attendance in class. A student's eligibility for federal awards is established when they begin attendance. Therefore, if a student does not attend class their awards may be reduced or completely cancelled. Attendance will be verified through the use of class rosters in which instructors will confirm that students have begun attendance in his or her class. In certain cases, the Office of Scholarships and Financial Aid will also review online course activity or request secondary confirmation from the instructor to verify attendance. Class rosters will be reviewed after the census date each semester. If the class roster reveals that a student receiving aid has failed to begin attendance in one or more courses, their financial aid awards may need to be adjusted or cancelled.

In addition, if a student earns a punitive grade in any class, (F, I, Q, QL, U, or W) and the Office of Scholarships and Financial Aid receives notification that the student never began attendance, eligibility for federal student awards will be reviewed. The review may result in the student owing a balance back to the University and a transcript hold being placed onto the student's account until the balance is paid in full.

For purposes of Federal, Title IV, student financial assistance, the U.S. Department of Education requires institutions to be able to demonstrate that federal aid recipients established eligibility for federal aid by participating in academic related activities for all enrolled course work.

Academically related activities 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;
- participating in an online discussion about academic matters and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Please Note for Online Courses: Simply logging into the course through Blackboard is not sufficient to show "attendance." A school must demonstrate that a student participated in class or

was otherwise engaged in an academically related activity, such as submission of an assignment, engaging with other students in a course discussion board, or taking quizzes or exams.

In the event that a professor marks a student as never having attended, when they actually were in attendance, then it is the student's responsibility to contact the professor. The professor would need to provide confirmation to the Office of Scholarships and Financial Aid that the student did indeed attend the class as well as the reasoning that he or she initially indicated that the student was not attending class (such as a medical/personal emergency during the census period when attendance was taken).