

Policy Title:	Undergraduate and Graduate Attendance Reporting (No Shows)
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Policy Number:	AAD.064	Date Approved:	7/11/25
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A. Description

The University Attendance Reporting Policy outlines the procedures and best practices for accurate and timely attendance reporting by faculty and students. This policy ensures compliance with institutional regulations, academic integrity, and supports student success.

B. Definition(s)

Faculty:

University instructors responsible for teaching and recording student attendance.

Students:

Individuals enrolled in courses at the university.

Registrar's Office:

The university office responsible for managing student registrations and records.

Raider Student Services:

The office that can assist students with registration processes.

Student Information System (SIS):

The university's online system for reviewing class rosters and grades.

Learning Management System (LMS):

The electronic platform used to manage and deliver courses.

Student Information System (SIS):

The electronic platform the University uses to keep track of all academic and enrollment records.

C. Policy Statement

Faculty/Instructors:

Faculty/Instructors are required to use SIS to review class rosters and report attendance (enrollment census). The Provost's Office will send email notifications for Faculty/Instructor to complete the enrollment census form during the second week of the term. Faculty/Instructor must ensure that students attending classes are registered by this time. Unregistered students should be directed to Raider Student Services for registration assistance. Faculty/Instructor must not manually add students to the class roster or LMS. Manual entry of a student into the LMS DOES NOT formally record the student as being registered in a course. Students who are not officially registered in the University Student Information System (SIS) will not receive credit and/or grades for courses.

Students:

Students are responsible for registering for their classes. They can freely add classes during the first week of the term. From the second week, they must obtain Faculty/Instructor approval via email communication to Raider Student Services. Holds must be resolved before registration can occur. The deadline for adding classes with Faculty/Instructor approval is Friday of the second week. After week 1, students incur a late registration fee per class. Late registration may impact tuition and fees. Students should monitor their registration status and resolve issues promptly.

D. Relevant Authority

The federal and state regulations governing university attendance reporting, particularly concerning "no-show" students include:

Federal Regulations

Under the U.S. Department of Education's **Title IV Funds (R2T4) – 34 CFR § 668.22** institutions must document student attendance to determine eligibility for federal aid.

- **34 CFR § 668.22: Attendance Verification:** If a student receives federal financial aid and fails to earn a passing grade, the institution must verify whether the student attended and/or completed the course. If attendance cannot be documented, the student is considered to have not begun attendance, affecting their aid eligibility. If a student does not begin attendance, the institution must return all Title IV funds disbursed for that student.
- **34 CFR § 600.2: Academic Engagement Definition:** For online and distance education, mere logging into a class does not count as attendance. Instead, academic engagement includes activities such as submitting assignments, taking exams, participating in discussions, or interacting with instructors about academic matters.
- **25 CFR § 39.209: Attendance Requirements for Specific Programs:** For schools under the Bureau of Indian Education, a student must be enrolled, attend during the first 10 days, and receive at least 5 days of instruction to be counted for Average Daily Membership (ADM) purposes.
- **38 CFR § 21.4203: Veterans' Education Benefits Reporting:** While institutions are not required to maintain daily attendance records for courses leading to standard college degrees, they must verify enrollment for veterans receiving education benefits and report any changes promptly.
- **[8 CFR § 214.2\(f\)](#): SEVIS Reporting:** Outlines the school's reporting requirements, including registration and attendance verification for international students within SEVIS.

State Regulations (Oregon)

- **Military Service:** Under ORS 352.293, if a student at a public university is called to active duty for 30 or fewer consecutive days, they are entitled to complete missed coursework upon return without penalty.

- **Religious Beliefs:** ORS 350.250 ensures that students cannot be penalized for absences due to religious beliefs, provided they make up missed work.

Of Note: The National Association of Intercollegiate Athletics (NAIA) does not mandate specific attendance or "no-show" reporting for student-athletes. However, attendance can indirectly impact a student-athlete's eligibility, particularly concerning identification and terms of attendance. This certification process includes verifying enrollment status and academic progress, which can be affected by attendance. Institutions must ensure that student-athletes meet all eligibility criteria before allowing them to participate in competitions

E. Other Information

Process of No-Show Reporting and Enrollment Status Changes

Faculty must report non-attending students in the second week of each term. Failure to accurately report student attendance can impact students' financial aid and jeopardize institutional funding that is based on State funding models tied to retention and graduation metrics.

- The Provost's Office sends email notifications for instructors to complete the enrollment census form during the second week of the term.
- Each instructor must review their official course rosters to ensure that students attending classes are registered and complete the census form as requested.
- The Registrar compiles a list of students reported "not in attendance" and forwards it to Financial Aid.
- The Registrar contacts students and instructors for classes marked not in attendance to confirm the student is not attending. Instructors must respond within 24 hours only IF the no-show attendance was reported in error and the student is actually attending.
- Students are dropped from any course where the instructor has marked them as non-attending and has not communicated a reporting error within the 24-hour response period.*
- The Registrar provides a final list of students marked as "not attending" to Financial Aid.
- Financial Aid initiates the R2T4 process for students receiving federal aid.

* Students are only administratively dropped from courses where they are marked as not attending by the instructor. If a student is registered in four courses but only one instructor reports them as not attending, the student will be assessed tuition and fees for three courses and included in the University Census Reporting.

Comparison of Class Roster in Student Information System (SIS) and Learning Management System (LMS)

The Registrar will collaborate with the campus LMS administrator to identify manually enrolled students who are not formally registered beginning week two of the term through week four. Instructors will be contacted to verify students' registration status. If students have

registration holds and are not eligible for registration, the University will administratively remove them from the LMS and notify the instructor and students. Students will not receive credit, grades, financial aid, etc. for any courses for which they are not officially registered in the SIS. Tuition and fees are not assessed for any student who is not officially registered in the SIS.

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.