FAQs for Attendance Reporting on Student Academic Engagement

1) Why is it necessary to submit "attendance" on the PeopleSoft Attendance Roster?

"Attendance" confirmation is <u>required</u> for all federal aid recipients, and since it is not always known who will become a federal aid recipient, each student in the course should have their "attendance" status reported on the *Attendance Roster*. **Timely and accurate *Attendance Roster* reporting is an important part of a student receiving their financial aid, and FCC staying in compliance with Title IV FSA (Federal Student Aid) regulations.**

2) How will I know when Attendance/the *Attendance Roster* report is due?

About one week before the start of the semester, an initial email is sent to all faculty which includes the Attendance reporting due dates and instructions. Outlook calendar appointments are sent to faculty for each session. Email reminders are also sent to all faculty's <u>Frederick.edu email addresses</u> about 24 hours before the attendance reporting deadline date. Attendance Reporting due dates and instructions are also available each semester under the intranet Faculty How-To Guides.
https://www.frederick.edu/faculty-staff/download/people-soft/attendancereportinginstructions.aspx

3) Do I need to report attendance for the lab, S or A component of my class?

No. You do not need to report attendance for the lab, S, or A components. However, please make sure you are reporting attendance for the lecture component of the course. Note that the lecture section may be listed below the lab section in PeopleSoft.

4) Can a student email the course instructor, mentioning their personal circumstances which are prohibiting them from being able to perform academic engagement, constitute "attendance"?

The answer will depend on whether or not the student's communication encompasses any of the Department of Education's defined academic engagement criteria (34 CFR 600.2 updated 7/2021): *Academic engagement:* 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—

(i) Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;

(ii) Submitting an academic assignment;

(iii) Taking an assessment or an exam;

(iv) Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;

(v) Participating in a study group, group project, or an online discussion that is assigned by the institution; or

(vi) Interacting with an instructor about academic matters.

5) Can a student record in Bb, showing that the student only "accessed" or logged into the course for a remote session activity, constitute "attendance"?

No. Logging into an online class or tutorial without any further participation cannot be considered as "attendance"/academic engagement.

6) Can a student record in Bb showing that a student "attempted activity" count for "attendance"?

Yes. "Attempted activity" does constitute "attendance"/academic activity.

7) Does a student being logged into a live session, SR course count as "attendance"?

Yes. While Bb records showing that a student only "accessed" a site does not constitute "attendance", it has been determined that a student showing present at a live, structured remote session does meet the "**attending a synchronous class**" requirement.

8) Why am I sometimes asked to provide the Last Date of Attendance (LDA) for students after I have already reported their "Attendance" in PeopleSoft?

There are times when a student's LDA is needed to either submit a required federal aid recalculation or determine the earned portion of federal aid for a particular student.

9) How can I find a student's course "attendance"/academic activity in Bb after the student drops or withdraws from the Online or Structured Remote course?

You can run a report in Black Board that shows all student "submissions" to the course which would constitute as academic activity.
From the Control Panel > Evaluation > Course Reports, you can run a report called "Single Course User Participation Report" which does show data for dropped students even if you don't see them in your Grade Center. However, if a student has not submitted work through Blackboard, they will not show on this report.
For Bb assistance, please open a service desk ticket with Blackboard/OLII at https://servicedesk.frederick.edu

10) Does completion of the Academic Integrity Pledge or the syllabus "check-off" in BlackBoard, constitute "attendance"?

No. Completion only of the Honesty Pledge and/or the syllabus "check-off", does not count as "attendance"/academic activity/academic engagement.

11) At the end of the term, when entering "F", "FNA", or "I" grades, what date should be entered for the Last Date of Attendance (LDA) for the student?

The LDA date should be based on the student's last date of "academic engagement" according to the student's course records, and <u>cannot</u> be a date during a College break or Holiday, when no courses were in session.

==If a student attended through the end of the course, then the LDA should be the last date of the session (as listed in the course catalog).==

If a student has "never attended"/did not perform any academic activity, the LDA should be listed as <u>one day prior</u> to the start of the course session, which will denote "never attended". Faculty Grade Reporting Instructions can be located on the intranet under Faculty How-To Guides.

12) I received an Attendance Confirmation form from a student, is this legitimate?

Yes. Attendance verification updates are now initiated by the student via a paper or pdf form obtained from their FCC Financial Aid StudentForms portal. Effective Summer 2024 term, the *Attendance Verification PerfectForms* have been replaced with this form where the student (who has one or more term courses reporting "attendance issues") is instructed to give/send to ALL current course instructors for signature, date, and the marking of the students' current Attendance/Academic Engagement status (*Never Attended*, *Stopped Attending*, OR *Attending*). Students are instructed to upload completed Attendance Confirmation forms to their FCC StudentForms portal.

13) If I made an error with my initial Attendance Roster report, and it is now past the course session Attendance due date, what should I do?

Please contact FinancialAid@frederick.edu before you make any changes to the reported Attendance Roster snap-shot in PeopleSoft, to ensure that any financial aid student attendance record changes can be identified and reviewed ASAP in order to adhere to Title IV aid eligibility requirements.

14) What do I do if I reported a student as "never attending" on the Roster, but then the student submits academic activity <u>after</u> the attendance reporting due date?

Please do not change/update your Attendance Roster reports after the listed due date, as this will invalidate the integrity of the attendance reporting snap-shot. Financial Aid students who need an "attendance update" will have an Attendance Confirmation form available under their FCC Financial Aid StudentForms portal, and the student will give/send this form to their course instructors for completion.

15) Can I make changes to my Attendance Roster <u>before</u> the session due date?

Yes. The *Attendance Roster* snap-shot will not be captured until right after the attendance reporting due date/time for each session (Attendance reports are due in PeopleSoft by 11pm).

16) Why is my *Attendance Roster* due so early?

Effective Summer 2024 term, the Attendance Roster due date, for each course session, is based on the College established 50% refund date. Timely Attendance reporting allows for timely refunds to students. A late attendance report can impact students negatively by causing a delayed financial aid disbursement, which can then cause a delay in refund money getting to the student.

17) I have some students who will have to be reported as "never attended", will this make them lose their financial aid with no future chance to earn it back?

Attendance confirmation is a requirement for federal aid, so a student will not be able to have their federal aid award/s released until the necessary attendance has been confirmed. Effective Summer 2022, students reported as "never attending" in one or more classes, will have their applicable aid adjusted for those class credits. Students will be sent a notification to their Myfcc email about any aid reductions and can request an attendance "update" from their course instructors by getting their Attendance Confirmation form (located on their FCC StudentForms portal) completed by all their current course instructors before the end of the term.

18) Why are some students on my course *Attendance Roster*, but not on my *Class Roster* in PeopleSoft?

The *Attendance Roster* will capture all students registered for the course as of the start of the term. As students drop or withdraw from a course, they will disappear from the *Class Roster,* but they may still need to have their Attendance Reported to confirm if they began "attendance" or not.

19) Why are there students who appear on my *Attendance* and *Class Rosters* AFTER I already reported Attendance by the due date?

There are times when Registration will retroactively add students to a course (past the standard session add dates and attendance due dates), so these students will appear later, and require Attendance Roster reporting after the standard due date.

20) How and where will a students' **Preferred Name** appear if it is different than their **Legal/ Primary Name?**

Both the *Class Roster* and the *Attendance Roster* should list both a student's **Primary** and any **Preferred Name.**

21) Can a student purchase course materials (text books, e-books, access codes, etc…) from the FCC Bookstore using their pending financial aid?

Yes. Students who have sufficient financial aid award amounts and have completed their *Student Aid Authorization* agreement form, may charge required course materials from the FCC Bookstore using their pending financial aid. http://bookstore.frederick.edu/home