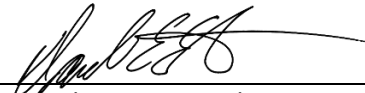


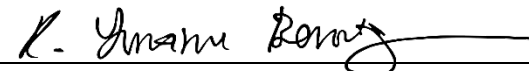
## Policy AC071: Roster Verification Policy

Recommended for Approval by:



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Approved by:



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### A. Intent

To provide guidance to faculty, students, and staff regarding the importance and expectation of roster verification at the start of each term and part of term.

### B. Definitions:

- a. Attendance taking institution – PennWest is not considered an attendance taking institution.
- b. Roster verification – the function of positive confirmation of student attendance in a particular course.
- c. Academic Attendance – any academically related activity including but not limited to: physical attendance, submission of assignments, exam taking, study groups, online discussions or contact with the faculty to ask questions about the academic subject or content of the course.

### C. Policy

To be compliant with [Federal Financial Aid regulations](#), each term and part of term, PennWest University will verify attendance for all students enrolled in their courses. As PennWest is not an attendance-taking institution, additional steps must be taken to verify participation during a selective period with the definitions above.

PennWest leverages Starfish to facilitate faculty reporting that a student is or is not in attendance. Faculty access their rosters through Starfish during the first week of the term(s) and indicate if the student is or is not in attendance. Participation in roster verification process is a federal requirement. Once a faculty member reports a student as non-attending, PennWest will reach out to

the student through multiple approaches to verify that status. Students who do not reply or are deemed to not be attending will be removed from their course(s).

- Failure to report a student as non-attending has serious financial aid, student account and academic repercussions for the student.
- Reporting the student as in attendance when they are in fact not, can have significant consequences for the student.
- Reporting of a student as non-attending when they are attending, negatively impacts the student experience at PennWest and leads to unnecessary challenges to resolve.

#### **D. Procedure**

- Office of the Registrar will notify the academic community of the important dates related to roster verification.
- At the end of the first week of class, roster verification begins and faculty can notate in Starfish if the student is in attendance or not.
- During the add/drop period, to reduce reporting errors, the results of the Starfish reports, will be reviewed and compared against items such as: payment of student tuition and fees, housing participation, acceptance of financial aid and activity in the course learning shells.
- Students who are deemed to not be in attendance by a preponderance of evidence will be communicated with repeatedly throughout the process.
- If no response is returned, students will either have their individual course dropped from their schedule OR have their entire term schedule dropped.
- Office of the Registrar will notify students and related faculty of the courses reported as having never attended and said consequences.
- If a student is removed from a course due to being reported as non-attendance, they must receive permission from the faculty of the course to be permitted to be re-registered.

#### **E. Related Policies**

Add-Drop Policy (AC036)

Class Withdrawal (AC046)

Grading Policy (AC019)

University Withdrawal Policy (AC035)

Class Attendance (AC013)

#### **F. Contact Information**

For additional information, please contact the Office of the Registrar.

#### **G. Policy Review Schedule**

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.