



Office of Vice Chancellor for Academic Affairs

Administrative Memorandum No.

1-97 January 1997

ATTENDANCE

Documentation of Unofficial Withdrawals

Under "34 Code of Federal Regulations" institutions are currently required to document the last date of attendance for all Title IV financial aid recipients. If students stop attending classes; do not complete an official withdrawal, and receive a F or W, the last date of attendance must be documented. If this date cannot be validated students must be placed into a 100% refund status, and all funds must be returned to the Department of Education. Thus, university potential liability is considerable. Acceptable forms of documentation include: examinations, record of attendance, term papers and projects, counseling, academic advisement, or appointments.

IMPLEMENTATION

Effective with the Spring of 1997 semester all faculty must document a last date of attendance for students that are not attending class. The Registrar will issue class rosters for faculty to review and document with the appropriate date for students that are no longer attending class. These rosters will be issued during weeks two, four, and seven. These rosters must be returned to the Registrar for a correct refund to be calculated in compliance with Title IV regulation.

WPL/dls

CC: Full and Part-time Faculty

W. Patrick Leonard Date