

**METROPOLITAN STATE UNIVERSITY  
REGULATIONS**



Attendance Verification and Non-Attendance Reporting Procedure

**University Procedure 259**

**Section 1. Purpose**

This procedure implements Policy 2259 in compliance with Federal Financial Aid regulations and as required by the accreditation standards of the Higher Learning Commission.

**Section 2. Procedure**

**A. For reporting non-attendance:**

- a. Instructors are provided with a course roster of enrolled students on the first day of the semester or compressed schedule.
- b. During the first two weeks of the semester or first two class meetings for courses on a compressed schedule:
  - i. Instructors of *classroom based, face to face courses* must verify and record each student's presence in or absence from the classroom;
  - ii. Instructors in *Web-Enhanced (reduced seat time courses)* must either:
    1. verify and record each student's presence in or absence from the classroom;
    2. or assign, collect and record receipt of at least one academically relevant assignment;
  - iii. Instructors in *online courses* must assign, collect and record receipt of at least one academically relevant assignment.
- c. Within two business days of the end of the second week of class for semester courses or after the second class meeting for courses on a compressed schedule, the course instructor must submit an Attendance Verification Form for the course through the Portal, using instructions provided by the Registrar's office.

- B. For reporting a Last Date of Attendance (LDA) the LDA is reported on the final grade roster for those students who receive a failing grade.**

**Section 3. Authority**

This procedure is issued pursuant to the Rules and Regulations of the Minnesota State College and University System.

#### **Section 4. Effective Date**

This university procedure shall become effective upon signature by the president, and shall remain in effect until modified or expressly revoked.

#### **Section 5. Responsibility**

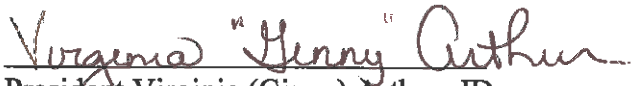
The Provost or his/her designee is responsible for implementation of this procedure.

#### **Section 8. Review**

This procedure shall be reviewed on a biennial basis or as needed.

#### **Section 9. Signatures**

Issued on August 3, 2017.

  
President Virginia (Ginny) Arthur, JD  
8-3-17

Posted 8-3-17