



# Attendance Reporting Policy

Policy #:	AA017.1
Policy Type:	University
Responsible Executive:	Provost
Responsible Office:	Academic Affairs
Originally Issued:	June 25, 2024
Latest Revision:	June 25, 2024
Effective Date:	July 1, 2024

## I. Policy Statement

The Attendance Reporting Policy will allow ULM to comply with federal financial aid regulations regarding student attendance and participation in classes. It outlines the requirement for faculty members to take attendance of students between the start of the session and the official census date and report students who have not attended class to the respective department or college administration. Doing this will ensure compliance with federal and state regulations governing the disbursement and maintenance of financial aid for eligible students and promote transparency and accountability in tracking student attendance. This policy supports the enforcement of the attendance policies in the Undergraduate and Graduate Catalogs.

## II. Purpose of Policy

Federal financial aid regulations require students who receive this type of aid to attend and actively participate in all classes for which they are enrolled. As an accredited institution that can award such aid, ULM is required to ensure that all its students comply with these regulations. This policy will require all faculty to report non-attendance by students during the period before the official census date. Students who have not attended class during this period will be removed from the class and reported to the ULM Financial Aid Office.

## III. Applicability

This policy applies to all faculty members who are teaching at ULM.

## IV. Definitions

N/A

## V. Policy Procedure

### Requirements

Per ULM policies, faculty will take regular attendance and will follow all policies regarding reporting of attendance. This is especially important prior to the official census date. Attendance records must be accurate, and faculty members should use a university-approved method or system for recording attendance, which may include electronic attendance tracking tools or manual record-keeping. In cases where a class is held online or in a hybrid format, faculty members are responsible for implementing appropriate methods to monitor and document student participation.

### Reporting Non-Attendance

If a student does not attend class during the period prior to census without communication to the instructor with valid reasons (e.g., medical issues, family emergencies) for the absence, the faculty member must report the absences to the associate dean of the college to have the student administratively removed from the class.

This information will also be communicated by the dean’s office to the ULM Financial Aid Office. Students added late to the roster should not be penalized for non-attendance prior to enrollment.

### **Financial Aid Office Responsibilities**

The Financial Aid Office shall use the information provided by faculty members to identify students who may be at risk of not meeting attendance requirements for financial aid eligibility. These students who are at risk of losing financial aid due to non-attendance will be notified and informed of the consequences and the steps they need to take to regain eligibility.

### **Student Support and Notification**

Students who receive notifications from the Financial Aid Office due to non-attendance will be directed to academic advisors and support services to address any challenges they may be facing.

### **Confidentiality**

All attendance records and reports related to student non-attendance shall be treated as confidential information and handled in accordance with applicable privacy laws and university policies.

### **Compliance and Enforcement**

Faculty members are expected to comply with this attendance reporting policy as a standard part of their responsibilities. Failure to adhere to this policy may result in appropriate disciplinary actions as determined by the University.

## **VI. Enforcement**

The Office of Academic Affairs, deans, and Director of Financial Aid are responsible for enforcing this policy.

## **VII. Policy Management**

The Provost will be the Responsible Executive for the management of this Policy. The Provost or his/her designee will be the Responsible Officer in charge of maintaining and disseminating it.

## **VIII. Exclusions**

None.

## **IX. Effective Date**


This Policy will become effective on the July 1, 2024.

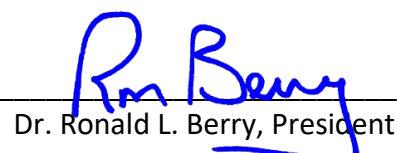
## **X. Adoption**

This policy is hereby adopted on this 25<sup>th</sup> day of June 2024.

Recommended for Approval by:

Approved by:

  
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Dr. Mark Arant, Provost

  
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Dr. Ronald L. Berry, President

**XI. Appendices, References and Related Materials**

N/A.

**XII. Revision History**

Original Adoption Date: June 25, 2024