

SAM HOUSTON STATE UNIVERSITY - ATTENDANCE INITIATIVE POLICY

Federal Aid regulations require the University to confirm whether or not students began attendance in all courses if they are recipients of certain forms of financial aid: 34 CFR 668.21, 34 CFR 674.16(f), 34 CFR 676.16(d), and 34 CFR 685.303(b)(3). A student is considered not to have begun attendance if a school is unable to document the student's attendance in any class.

Based on information obtained from course instructors, adjustments to or cancellations of financial aid awards may be necessary.

Students whose participation cannot be confirmed or whose instructors fail to reply lose eligibility for funds already disbursed.

Students are not permitted to self-certify attendance.

ESTABLISHING ATTENDANCE IN A CLASS- ACADEMICALLY RELATED ACTIVITIES (34 CFR 668.22):

Includes- but not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- Submitting an academic assignment
- Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction
- Attending a study group that is assigned by the institution
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied on the course

Determination of "academic attendance" or "attendance at an academically-related activity must be made by the institution. It is our policy, concerning on-line classes, to review the Student Activity by Item in a Course. If the total time spent on these items is 15 minutes or more, attendance for this on-line course has been established.

The Attendance Initiative closes after Census Day on each Semester.