

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Attendance Records

**2-020
ACADEMIC AFFAIRS
October 2010**

INTRODUCTION

Based on Department of Education regulations, institutions granting federal student aid are required to have a process in place to determine a student's enrollment status. ***“Your school must have a procedure in place to know whether a student has begun attendance in all classes for purposes of the federal grant program.”*** 34 CFR 668.21, 34 CFR 668.167, 34 CFR 690.78(b)(1) & (2), 34 CFR 674.16(f)(1) & (2), 34 CFR 676.16(d)(1) & (2), and 34 CFR 690.80(b)(ii).

POLICY

- 1.01 Faculty members and the academic divisions at Oklahoma State University Institute of Technology are responsible for documenting a student's attendance to verify enrollment status.
- 1.02 Faculty members and the academic divisions at Oklahoma State University Institute of Technology are responsible for maintaining all documentation necessary for verification of each student's grades.

START OF TRIMESTER PROCEDURES

- 2.01 Faculty members are required to take attendance within the first 20% of the class time. For 15 week classes, attendance must be taken and submitted between the 10th and 15th day from the start of the trimester; by the 7th day of the start of the trimester for a 7.5 week course, or proportionate periods for block or short courses.
- 2.02 Faculty members will record attendance on *Web for Faculty*.
- 2.03 By the 16th day of the trimester (or appropriate deadline for block or short courses) the Registrar will complete cancellations on those students whose records show they “never attended” any of the classes in which they were enrolled for the trimester. This will prevent charges from being assessed. Student Financial Services will make adjustments to financial aid in accordance with Department of Education regulations.
- 2.04 For those students whose record indicates they are attending some, but not all, of their classes, appropriate adjustments will be made to financial aid in accordance with Department of Education regulations. Registrar will not take action to drop courses without specific notification from students or the academic division.

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- 2.05 After the fourth week of the trimester (or appropriate deadline for block or short courses) students who never attended class but were assessed charges must submit a *Request for an Exception to the Refund Policy* to request a refund of their tuition and fee charges. (Reference Policy 2-005, Changes in Enrollment, section 6.01.)

END OF TRIMESTER PROCEDURES

- 3.01 Faculty members are required to electronically post final trimester grades to *Web for Faculty*. For any student whose grade is an “F” or “NP”, the faculty member will be required to enter the attendance status choosing from “attended,” “no evidence of attendance,” or “stopped attending.”
- 3.02 If the faculty member selects “stopped attending,” s/he will also be required to enter the date on which the student stopped attending.
- 3.03 Go to <http://prodfokm.okstate.edu> to access *Web for Faculty*.
- 3.04 Click on “Enter Faculty & Advisor Services.” A new window will open.
- 3.05 Enter your CWID & PIN or your O-KEY email address and password. Your CWID is your 8-digit campus wide ID number and your PIN is a six digit number that you select. If using the CWID and PIN login option, you will need to contact the CIS Help Desk at (918) 293-4700 to establish your PIN.
- 3.06 At the top-left of the screen, you will see two options – “General Info” and “Faculty.” Select “Faculty,” “Grade Courses,” then “Attendance.” Record attendance for each student under the “attendance status” column for your class(es). Make sure you check to see if there is a second page of students for your class(es).

Approved: October 12, 2010