

Policy Supplement – Spring 2020

Documenting Date of Last Attendance for an Online Course

Federal financial aid rules require that faculty enter a date of last attendance for students who earn course grades of “F.” Please use the guidance below to determine when a student last attended your online course:

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity (e.g., contributing to an online discussion or initiating contact with a faculty member to ask a course-related question).

Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in an online education program include:

- student submission of an academic assignment,
- student submission of an exam,
- documented student participation in an interactive tutorial or computer-assisted instruction,
- a posting by the student showing the student’s participation in an online study group that is assigned by the institution,
- a posting by the student in a discussion forum showing the student’s participation in an online discussion about academic matters, and
- an email from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.