

From: [UHD Provost](#)
To: [UHD Provost](#)
Subject: Spring 2022 - Attendance Verification
Date: Tuesday, January 18, 2022 7:00:37 PM



Spring 2022 – Attendance Verification

Dear Faculty,

We need your help with a project to enhance student success and reduce the number of students who are registered but not attending. We want to protect students from accruing unnecessary debt and support accurate records of class participation throughout the semester. At this time, our focus is on the regular Spring 2022 semester regular academic session only.

The primary goal is to determine via an attendance check whether we have students registered but who do not *intend to be in the course*. We know that definitions of attendance will vary among teaching modalities and styles. We ask you to monitor attendance (or some type of participation in an asynchronous class) until the end of the second week of your classes and submit forms *only for classes in which you have a student who has not attended*. Please be sure that you have notified students of how you are tracking attendance in this context.

We know that we can simply collect BB login data; however, the BB data cannot adequately capture “attendance” in all contexts. Faculty are the authority for determining what constitutes attendance, and for audit purposes, faculty must provide the final decision on a process which leads to students being removed from classes.

With that said, you can choose to verify with BB login data; if you do so, please ensure that the login activity occurred after the first day of class. You can also choose to consider other variables such as participation in an early BB activity, physical attendance, or an email.

If you have students who *have not attended* (per your definition) by 5:00pm on January 29, please do the following:

1. Complete a form for each section *in which you have students who have not participated*. You'll need to include the student IDs and names. A link to the forms will be sent out the second week of classes. You do NOT need to submit anything if your attendance is fine for all students.
2. Complete the forms by February 2 at noon (via an electronic process)—sooner if possible!
3. Be prepared to respond to any requests for confirmation from the Registrar during the appeals period for students (February 7-10).

Here is what will happen after you submit the forms:

- Registrar will drop the students (Feb 4-6) after notifying financial aid and student business services.
- Students will lose BB access.
- Students may appeal directly to the Registrar (Feb 7-10)—as part of the appeal the student may provide evidence of attendance or engagement at which point the Registrar will reinstate the student. However, if the student has no evidence, the Registrar may contact you for confirmation.

Students will be told this is happening with a range of communications in the first two weeks and will know that they may be dropped due to non-attendance.