

From: Wright State Communications <commoffice@wright.edu>

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To: "comm-l@wright.edu" <comm-l@wright.edu>

Subject: [OFFICIAL-L] Documenting Student Attendance for Federal Compliance

WRIGHT STATE UNIVERSITY

OFFICE OF THE PROVOST

Dear Colleagues,

As part of our responsibility for awarding federal financial aid, Wright State must demonstrate that students begin/establish attendance for each individual course. The university is required to collect this information to be compliant with Federal Title IV regulations.

Last year attendance was reported through the RAPS system. This year, we are asking each faculty member to confirm attendance in each of their classes using a Participation Roster housed within [WINGS Express](#).

Please complete and submit the Participation Roster for each individual class within the 100% refund period. Because of flex term courses this date could be different for each course. The submission deadline will appear on the Participation Roster for each class.

For Fall A-term classes, this deadline is **Friday, August 27**. For Fall full-term classes, this deadline is **Friday, September 3**.

The Participation Roster supports federal financial aid compliance by documenting those students who have established participation and, secondarily, it provides a mechanism for administratively dropping students who have not attended or participated. Students who do not attend at least one class meeting, or do not establish participation in an online course, have not established attendance. When you submit your Participation Roster it informs the registrar to administratively drop students who have not attended or participated per [University Policy 3430: Course Registration, Add, Attendance Drop Policy](#). An automatic email will be issued to the student informing them that they will be dropped for non-attendance/non-participation.

Complete the following steps to verify participation and submit your roster. For each step it may take a few seconds for your screen to update. Note that the Participation Roster provides the option to utilize Pilot data to help you document attendance and participation.

1. Log into wings.wright.edu.
2. Click on Participation Roster on the right-hand side under the "Faculty & Advisor Services" Section.
3. Choose a course from the drop-down menu.

4. Check boxes for students who have participated. If the student has not participated, leave unchecked. Please note, the registrar will be notified that the student did not participate and remove them from your course.

You may also use the radio buttons to at the top to select all students, clear the checks for all students, or import data from Pilot. If students have completed specific items in Pilot as part of your course, it will automatically check them as participating. If you use the radio buttons, click update for the action to be completed.

5. Once all students have been reviewed, click submit.
6. Complete these steps for all courses.

What does it mean to establish attendance?

For **face-to-face, mostly or partially online** courses, the establishment of attendance means students must attend/participate in at least one class session or complete an academic related activity as described below.

For **fully online** courses, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate attendance. Examples of participation in an academically related activity in an online class 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
- 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

For additional information see the Faculty FAQs at wright.edu/registrar.

Thank you for participating in this critical process.

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Interim Provost

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