

# **Piedmont Virginia Community College**

## **Section I – Academic Affairs and Workforce Development Policies**

### **I – 5.6 Attendance Verification**

Effective Date: April 2025

Last Revised: March 2026

Responsible Dept.: Vice President of Academic Affairs and Workforce Development

#### **1. Purpose**

This policy establishes the requirements for faculty regarding attendance verification reporting, course withdrawal procedures, and faculty authority in student withdrawals. It aligns with Virginia Community College System (VCCS) Policy 5.6.0 and federal financial aid regulations.

Faculty are responsible for verifying student attendance and reporting non-attendance in accordance with institutional deadlines for administrative withdrawal. Course-specific attendance policies must be clearly outlined in the syllabus and enforced consistently. Faculty have the discretion to withdraw students for non-attendance or lack of academic engagement, as defined by this policy. Academic engagement includes, but is not limited to, attending class, submitting assignments, participating in discussions, and engaging with course materials as required. Compliance with these requirements ensures adherence to federal financial aid regulations and institutional accountability.

#### **2. Policy Statement**

Class attendance is an integral part of a sound academic program. Students are expected to be present and on time at all regularly scheduled in-person and synchronous online courses and laboratory meetings and actively participate in asynchronous online courses.

Federal financial aid regulations require that PVCC administratively withdraw those students who never attend or stop attending a course. To meet this requirement, faculty are required to maintain attendance records continuously throughout the semester for all students, and to verify attendance by submitting Attendance Verification reports on those students who never attend a course and those who stopped attending a course. The reports require that every student's attendance in every course is verified by listing the

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student as either: 1) never attended or 2) stopped attending.

This policy shall be reviewed biennially to ensure ongoing compliance with Virginia Community College System (VCCS) policies and federal regulations. Any revisions or updates resulting from these reviews will be communicated to faculty and relevant stakeholders through the Office of the Vice President of Academic Affairs & Workforce Development.

### **3. Definitions**

Active: A student is active if they have missed less than 15% of the course.

Last Date of Attendance (LDA): The last documented date on which a student engaged in an academically related activity, such as attending class, submitting coursework, or participating in an assessment.

Never Attended: A student is reported as never attended if they:

- a) Have never attended a face-to-face class.
- b) Have never joined a synchronous online session.
- c) Have never submitted assignments or participated in an asynchronous course.

Students who attend class after the drop deadline but before the attendance report submission may be reported as active or never attended, based on faculty discretion.

Stopped Attending: A student is reported as stopped attending if they miss 15% or more of a course:

- a) Consecutively – Continuous absence through the withdrawal deadline.
- b) Intermittently – Repeated absences totaling 15% or more.
- c) With Return – Student misses 15% but later resumes attendance.

### **4. Applicability**

Faculty must track and report attendance across all instructional formats. Attendance is measured differently in different instructional formats:

- a) Face-to-Face Courses – Students must be physically present.
- b) Synchronous Online Courses – Students must actively participate in scheduled virtual sessions.
- c) Asynchronous Online Courses – Students must engage in academic activities, such as submitting assignments or participating in discussions.
- d) Hybrid Courses - Students must attend face-to-face sessions and engage in online academic activities, such as submitting assignments or participating in discussions.

## **5. Responsibilities**

In compliance with federal regulations, Piedmont Virginia Community College (PVCC) is required to administratively withdraw students who never attend or cease attendance in their courses. Faculty are responsible for verifying student attendance and reporting enrollment status in accordance with institutional deadlines.

- a) Never Attended – Student did not attend class or engage in coursework before the last day to drop with a refund.
- b) Stopped Attending – Student missed 15% or more of the course (consecutively or intermittently).
- c) Active – Student attended and missed less than 15% of the course.

## **6. Procedures for Implementation**

### **6.1 Faculty Attendance Record Keeping and Reporting**

Faculty are required to maintain continuous and accurate attendance records for all students throughout the semester to ensure compliance with institutional policies and federal regulations. Attendance records must be documented using reliable methods that provide verifiable evidence of student participation. Acceptable methods for maintaining attendance records include, but are not limited to:

- a) The college's learning management system (LMS)
- b) Physical or digital attendance books
- c) Spreadsheets or other electronic record-keeping tools

Faculty must ensure that attendance records are consistently updated and retained in accordance with institutional record-keeping requirements. Accurate documentation supports attendance verification, academic engagement tracking, and compliance with financial aid regulations.

- a) Submit attendance verification reports through EAB Navigate by the deadlines set by the Registrar's Office. Faculty will receive email notifications from the Registrar's Office with reporting instructions.
- b) Report each student as Active, Never Attended, or Stopped Attending based on attendance criteria.
- c) Record the Last Date of Attendance (LDA) for students marked as stopped attending.

The 'Never Attended Report', which identifies students who never engaged in coursework, needs to be completed shortly after the last day to drop with a refund. The 'Stopped Attending Report', which identifies students who have missed 15% or more of the course

prior to the final withdrawal deadline, needs to be completed before the final withdrawal deadline (60% of the course).

Faculty, including dual-enrollment faculty, should refer to PVCC's Attendance Standard for the number of allowable absences.

## **6.2 Attendance Requirements by Course Type**

- a) Face-to-Face Courses: Attendance is defined as being physically present in class.
- b) Synchronous Online Courses: Attendance is defined as logging in and participating in scheduled virtual sessions.
- c) Asynchronous Online Courses: Simply logging into the Learning Management System (Canvas) does not count as attendance. Attendance is defined as active participation per the VCCS, such as:
  - i. Submitting an assignment.
  - ii. Completing a quiz or exam.
  - iii. Engaging in a discussion post.
  - iv. Participating in an interactive activity assigned by the instructor.

## **6.3 Administrative Withdrawal Process**

Students reported as Never Attended or Stopped Attending will be withdrawn administratively by the Registrar's Office.

Faculty may not withdraw students outside the attendance verification process unless:

- a) A reporting error was made, in which case a faculty-initiated withdrawal request may be submitted.
- b) The student meets the criteria for administrative withdrawal outlined in this policy.

## **6.4 Considerations for Attendance-Based Withdrawals**

Attendance verification shall not be used to remove students from a course due to poor academic performance. Faculty must assess attendance based solely on student participation and engagement in academic activities, as defined by institutional and federal guidelines. Course withdrawals based on attendance must align with established attendance policies and reporting procedures, ensuring compliance with institutional, state, and federal regulations.

Faculty may use discretion in reporting students who meet the 15% absence threshold but still demonstrate engagement or potential for success.

Attendance verification applies to administrative withdrawals and is independent of individual course policies on grading and attendance.

## **7. Sanctions for Violation of Policy**

### **7.1 Institutional Compliance**

Failure to comply with attendance verification requirements can have significant implications for both the institution and its students. Inaccurate reporting may result in federal financial aid discrepancies, potentially impacting PVCC's funding and financial stability. Additionally, non-compliance can create financial liabilities for students who receive aid, leading to adjustments in their eligibility or repayment obligations. Furthermore, failure to adhere to Virginia Community College System (VCCS) policies may necessitate corrective actions to maintain institutional compliance and accountability.

### **7.2 Faculty Accountability**

Faculty are expected to adhere to this policy to ensure accurate attendance tracking and compliance with institutional and federal regulations. Failure to comply may result in additional training on attendance verification procedures required. In cases of continued or significant non-compliance, the matter may be subject to review by the Vice President of Academic Affairs & Workforce Development to determine appropriate corrective actions.

## **8. Other General Information**

- a) Attendance verification is not a mechanism for removing students due to poor academic performance. Faculty must assess attendance based solely on student participation and engagement, not academic success or failure.
- b) Asynchronous course participation must meet engagement requirements. Simply logging into an online course without actively participating, such as submitting assignments, engaging in discussions, or completing required coursework, does not constitute attendance.
- c) Faculty must submit Attendance Verification Reports on time. Failure to report attendance accurately and within established deadlines may affect student enrollment status, financial aid eligibility, and institutional compliance with federal regulations.
- d) Faculty are expected to enforce attendance verification policies consistently, ensuring that all students are provided the opportunity to maintain their enrollment and financial aid eligibility while adhering to federal and institutional guidelines.