

Detroit Mercy does not require that faculty take attendance in classes, labs, and studios. The U.S. Department of Education requires (32 CFR § 668.22) the University to determine whether a student who receives financial aid and fails to earn a passing grade in the course has attended and/or completed the course, or withdrew from a course without providing official notification to the university. In addition, for students who officially withdraw, the University is also required to document that the student also began attending the course(s) from which they withdrew in order to determine the type and amount of

an academically-related activity, thus,

this documentation must come from the instructor.

For any non-passing grade such as F, I, XF, the last date of attendance is required during the final grade entry process. When a student withdraws from the University, you will be asked for their last date of attendance by the Office of the Registrar or Office of Financial Aid.

No. Regular class attendance is expected of all students.

If you do not take attendance, you should provide the date of the last known academically-related activity. Definition of Academic related activity is provided below.

Indicate the student did not attend. According to federal regulations 34 CFR § 668.21(c), the student is considered to have not begun attendance if the institution is unable to document the student's attendance.

According to federal regulations 34 CFR § 668.21(c) if there is no attendance or documented academically-related activity, you must record as never attended. If they did attend, record the last day they attended. If you cannot recall the day, mark them as never attended.

If attendance is not taken, provide the date of the last academically-related activity. The definition of academically-related activity is below. The student is considered to have not begun attendance if the institution is unable to document the student's attendance (34 CFR § 668.21(c))

The last activity may include, but is not limited to:

Class attendance. Turning in a class assignment. Taking an exam. Attending a study group that the institution assigns. Participating in an online discussion about the course. Initiating contact with a faculty member regarding the course material.

Living on campus. Participating in school meal-plan. Logging into an online course without further active participation. Academic counseling or advising.