



Online Attendance and Withdrawal Policy

The Title IV of the Higher Education Act Programs (2014, Feb.) stated that “ensure that, when determining a withdrawal date or whether a student has begun attendance, it adheres to the definition of academic attendance and attendance at an academically related activity (34 C.F.R. § 668.22(l)(7), effective July 1, 2011; 34 C.F.R. § 668.21).” (p. 9) Also, the U.S. Department of Education Office of Federal Student Aid in the 2018-2019 Federal student aid handbook clearly defined what type of assignment contribute to the students’ attendance in online/distance education. In page 28 of chapter 2, it is defined what is and is not a valid document of attendance “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, such as by 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 a distance 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.”

To comply with the federal financial aid regulations **as stated above** and the Langston University Policy, the OLC (Online Learning Committee) concluded that students must complete at least one academically-related assignment 10 days after the university’s stated **add/drop** date.

Examples of such an assignment could include:

- Contributing to a graded online discussion
- Taking a graded quiz or exam
- Submitting an assigned assignment to the Dropbox for grading.

- Initiating an email communication with the instructor to ask a course-related question.

Reference:

1. U.S. Department of Education Office of Inspector General (2014, February), Title IV of the Higher Education Act Programs: Additional safeguards are needed to help mitigate the risks that are unique to the Distance Education Environment, pages (9, 27). Retrieved from <https://www2.ed.gov/about/offices/list/oig/auditreports/fy2014/a0710001.pdf>
2. U.S. Department of Education Office of Federal Student Aid, 2018-2019 Federal student aid handbook, v(2) School eligibility and operations: Chapter 2- Program Eligibility, written arrangement, & Distance Education, pages (27). Retrieved from <https://ifap.ed.gov/fsahandbook/attachments/1819FSAHbkVol2Ch2.pdf>

The Online Learning Committee (OLC) Members

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