



Title: #V-16A. Documentation of Last Date of Student Attendance and Timely Reporting to the Records Office

Date: January 3, 1991

General

Each WVU Parkersburg faculty member will maintain sufficient student attendance records to insure that he/she can document the last date of attendance for any student who withdraws, drops out or is expelled. Also, the last date of attendance must be reported to the Records Office by the appropriate faculty members within thirty days of the event.

Faculty and staff should instruct students who wish to withdraw totally to fill out and sign the "Schedule Change Form," and the "Complete Withdrawal Form."

When faculty, advisors, counselors, staff or other WVU at Parkersburg representatives sign any formal withdrawal form, those individuals must indicate on the form the student's last date of attendance, if known. If, at the time of signing the withdrawal form, the campus representative does not have knowledge of the student's last date of attendance then the campus representative must solicit that information from the student and so note the last date of attendance for each class on the form.

Some students fail to withdraw formally or officially drop out but discontinue attending classes, with the intent to withdraw or drop out. To insure that these students are identified in a timely manner (within 30 days) each faculty member will, consistent with the institution's class attendance policy, report the last day of attendance for all students having excessive absences on the "Report of Student's Excessive Class Absences" form. The Dean of Academic Affairs will send a copy of that form to the Records Office so that necessary action can be taken.

Authority

It is essential that the institution document the last day of attendance and timely report any changes in a student's enrollment so that WVU at Parkersburg can comply with pertinent federal law and regulations as follows:

[Authority: 20 U.S.C. 1094]

Sec. 668.21 Treatment of Pell Grant, SEOG, ICL, and Perkins Loan program funds if the recipient withdraws, drops out, or is expelled before his or her first day of class.

- (a) (1) If a student officially withdraws, drops out, or is expelled before his or her first day of class of a payment period, all funds paid to the student for that payment period for institutional or non-institutional costs under the Pell Grant, SEOG, ICL, and Perkins Loan programs are an overpayment.
 - (2) The institution shall return that overpayment to the respective Title IV, HEA programs in the amount that the student received from each program.
- (b) For purposes of this section, the Secretary considers that a student drops out before his or her first day of class of a payment period if the institution is unable to document the student's attendance at any class during the payment period.

[Authority: 20 U.S.C. 1094]

Sec. 668.22 Distribution formula for institutional refund and for repayments of disbursements made to the student for non-institutional costs.

[(a) through (c) omitted. . .]

- (d) Drop out date. For purposes of this section, a student is considered to have dropped out on the last recorded date of class attendance by the student as documented by the institution.

[(e)(1) through (e)(4) omitted. . .]

- (e) (5) The amount of the Title IV, HEA program portion of the refund allocated to the Title IV, HEA programs other than the CWS, GSL, PLUS, and SLS programs must be

returned to the appropriate program account(s) by the institution within 30 days of the date that the student officially withdraws or is expelled or the institution determines that a student has unofficially withdrawn.

(6) The amount of Title IV, HEA program portion of the overpayment allocated to the Title IV, HEA programs other than the CWS, PLUS, and SLS programs must be returned to the appropriate program account(s) within 30 days of the date that the student makes the repayment.

[Authority]

DEPARTMENT OF VETERANS AFFAIRS
SECTION 7
CHANGES IN ENROLLMENT STATUS

7.01 Timely Reporting of Changes in Enrollment

After a student's enrollment has been properly certified to the DVA regional office of jurisdiction, the certifying official has the responsibility for timely submission of additional reports when the student modifies his or her enrollment by changing the credit (or clock) hours of enrollment, changes to another program objective, terminates training prior to the end of the certified period, etc. These changes made by the student, or actions by the institution to terminate the student's enrollment (e.g., academic suspension or dismissal), should be reported promptly by the certifying official to the DVA regional office on Form 22-1999b.

DVA considers a notice of change in student status timely filed if it is received by the regional office no later than 30 days after the change occurs.

Certifying officials should keep in mind that they may telephone notices of reductions and terminations to the DVA regional office. The time saved, particularly during the last half of the month, improves the likelihood that award actions can be taken in time to prevent or minimize overpayments.....