



**Title: #V-16A. Attendance Verification Reporting**

**Date: November 8, 2023** (replaces version dated January 3, 1991)

---

West Virginia University at Parkersburg has an Attendance Verification Reporting process that is used by faculty and administration to identify students who are actively registered and attending courses, or to identify students registered for courses but are not attending. Federal regulations and institutional financial aid policy require confirmation of student attendance and participation in classes before financial aid will be released. The college takes attendance in all college courses during the attendance verification period. For courses that meet in person, students will be reported as attending if they are present during classroom lectures, labs, or submit course assignments. Students taking online courses must timely complete assignments as proof of attendance; simply logging into Blackboard does not constitute proof of attendance.

Each semester, the WVUP Registrar will provide faculty with an Attendance Verification Reporting timeline, as well as instructions and guidance for submission of student attendance reports. Students who have been reported by any faculty as “not attending” will receive a warning through the WVUP student email system. The student will have an opportunity to confirm their attendance status with their professor, before being dropped from a class/classes for non-attendance. Students who remain reported as “not attending” will be dropped from the reported course(s) and will also receive a confirmation message through the WVUP student email system. Financial aid refunds to students will not be disbursed until after this period.

**Responsible Administrator: Vice President for Academic Affairs, 304-424-8242**