



RU Policy No. 0.14

Responsible Division: Office of Academic Affairs

Last Revised: 08/2018

Revised Effective Date: 08/2018

Class Attendance Reporting Policy

Policy Statement

The United States Department of Education requires that student attendance be reported at the beginning of each term. To that end, this Policy formalizes the obligation of Roosevelt University faculty members to assist the University with that compliance matter.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above, and the changes will apply to both prospective students and those already enrolled. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer.

Unless otherwise stated, the following terms shall apply to this Policy:

- **“Employee”** shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers.
- **“Faculty Member”** shall refer to the instructor teaching the course at issue.
- **“Student”** shall refer to any prospective, current, or past Roosevelt University undergraduate or graduate student.

Policy

Each Faculty Member must take attendance during each class session during the first two (2) weeks of each term. Each Faculty Member must then use an online report provided by the University to report the attendance/non-attendance of all Students in that course.

A Student whose attendance falls below the minimum required level is subject to action on their enrollment status, registration, course charges, and financial aid.

Entities Affected by this Policy

All Divisions of the University.

Related Documents

None.

Revision and Implementation

The Provost and Executive Vice President for Academic Affairs shall have the authority to revise this Policy, subject to the approval of the President's Executive Council (if required).

The following shall have the authority to establish any procedures necessary to implement this Policy:

- Provost and Executive Vice President for Academic Affairs (and/or, as authorized by the EVP, the University Registrar); and
- Vice President for Human Resources/Chief Human Resource Officer.