

8/20/24

## **Attendance Reporting replaced by Enrollment Verification/First Assignment**

CUWAA is no longer using the Automated Attendance Tool to record attendance for in-person courses. Instead, students will complete a very short, simple enrollment verification in Blackboard called "First Assignment". Completion of the "First Assignment" will verify that they intend to remain enrolled in their courses.

The link to this enrollment verification process is located on the Blackboard course left menu. Instructions for students can be found here: [First Assignment Student](#).

The "first assignment" will be available to students beginning at 12:01am on the first day of their course (August 26, 2024 for 16-week and first 8-week term courses).

Students must complete the first assignment by:

- 8-Weeks: First Friday by noon Central Time
- More than 8-Weeks: Second Friday by noon Central Time

Students will be dropped for non-attendance by:

- 8-Weeks: Second Monday [Labor Day]
- More than 8-Weeks: Third Monday

Students who do not submit the first assignment by the deadline will automatically be dropped for non-attendance by the Registrar's Office.

Faculty can view their current CRNs and see their course rosters which will indicate whether or not each student has completed the first assignment as described here: [First Assignment Faculty](#)

Faculty are encouraged to reach out to students who have not submitted their "first assignment".

## **Course Attendance Policy**

If faculty choose to use attendance as part of a student's grade, or to administratively withdraw students due to excessive absence, the following conditions apply:

- Instructors must clearly define the consequences of non-attendance and ***include their policy on the syllabus***.
- If attendance is identified as a portion of the student's final grade, faculty must maintain their own record of student attendance throughout the term.
- If non-attendance will be used to administratively withdraw students, faculty must clearly state this on the syllabus, and must maintain their own record of student

attendance throughout the term. The registrar will not administratively withdraw students for non-attendance without an accurate record.

These policies apply in face-to-face, virtual, and online learning environments.