

## FACULTY – ATTENDANCE/ACADEMIC ACTIVITY VERIFICATION

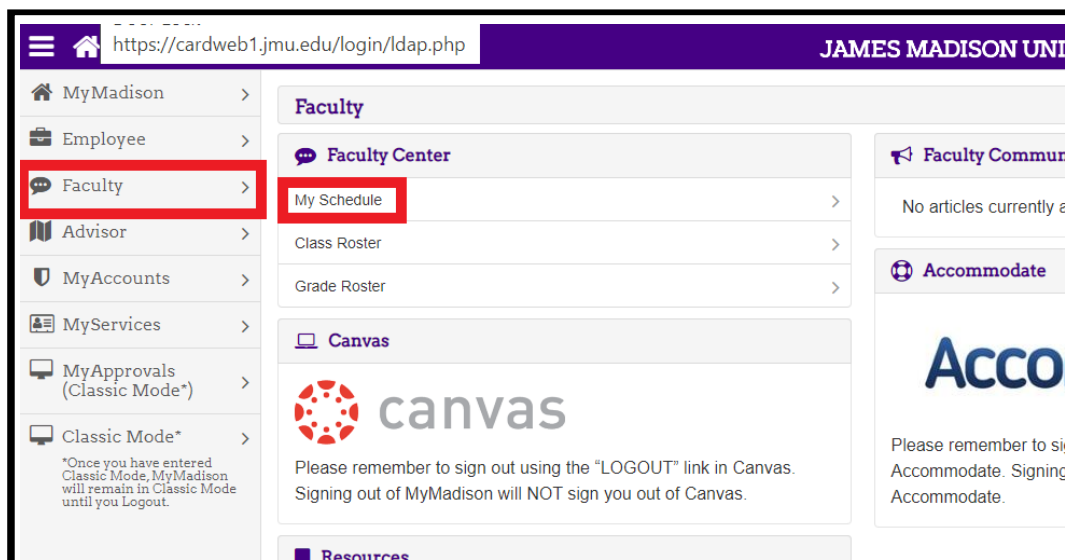
Federal regulations prevent students from receiving financial aid for classes unless the student has performed academically related activities.

Academically related activities, as defined by the U.S. Department of Education for this purpose, include but are not limited to:

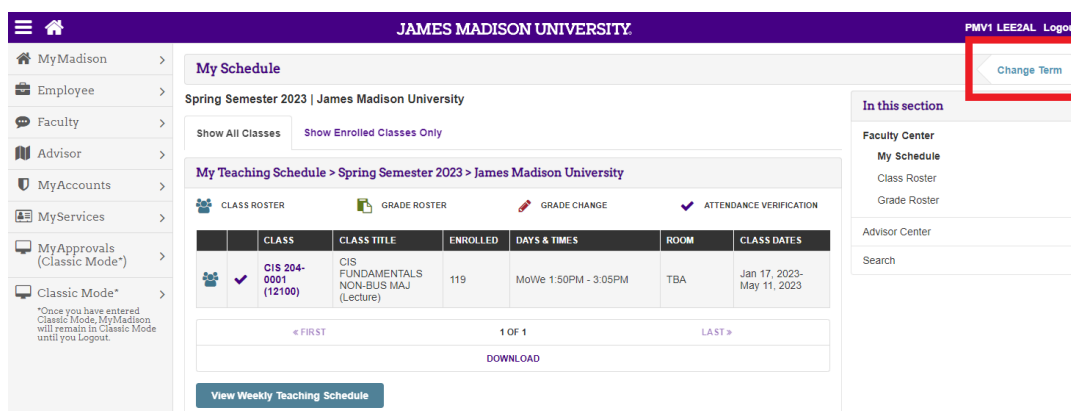
- Physically attending a class where there is an opportunity for direct interaction between the instructor and students.
- Submitting an academic assignment.
- Taking an exam, an interactive tutorial or computer-assisted instruction.
- Attending a study group that is assigned by the school or instructor.
- Participating in an online discussion about academic matters.
- Initiating contact with you, as the instructor, to ask a question about the academic subject studied in the course.
- Engaging in an online academically related activity or initiating contact with you, the instructor, to ask a course-related question.


The following procedures are for faculty members initiating the attendance/academic activity verification.



1. Log into MyMadison and select the Faculty tab and My Schedule



2. Ensure that the term is correct depending on the course for which you wish to verify attendance/academic activity. If the term is not correct, click change term and select the appropriate term.













3. Click the  symbol next to the course for which you wish to verify attendance/academic activity.

		CLASS	CLASS TITLE	ENROLLED	DAYS & TIMES	ROOM	CLASS DATES
		CIS 204-0001 (12100)	CIS FUNDAMENTALS NON-BUS MAJ (Lecture)	119	MoWe 1:50PM - 3:05PM	TBA	Jan 17, 2023- May 11, 2023

4. Complete the Attendance/Academic Activity Verification using the drop down beside each student.

Enrolled Students

	NOTIFY	SHOW/HIDE PHOTO	ID	NAME	EMAIL	UNITS	ENROLLMENT STATUS	*ATTENDANCE/ACADEMIC ACTIVITY VERIFICATION - HAS THE STUDENT ATTENDED A CLASS OR PARTICIPATED IN AN ACADEMIC ACTIVITY AS DEFINED ABOVE?
1	<input type="checkbox"/>		11363			3		Yes 
2	<input type="checkbox"/>		11363			3		Yes 
3	<input type="checkbox"/>		11338			3		Yes 
4	<input type="checkbox"/>		11364			3		Yes 
5	<input type="checkbox"/>		11354			3		Yes 

< FIRST      < PREVIOUS      1-20 OF 119      NEXT >      LAST >

FIND | VIEW 100 | DOWNLOAD


certify that I am the instructor for this course and that the Attendance/Academic Activity verification entered for the students listed above is correct.




Notify Selected Students      Save

NOTE: All students with a value of "N" will receive an email upon roster submission W with the following content: "Your instructor indicates that you have neither attended nor participated in any academic activities for this class. JMU will administratively withdraw you from the class and a grade of "W" will be assigned for this class."

NOTE: If you do not see the last column on the right, you may need to click the "scroll right" icon shown below.

Enrolled Students



	NOTIFY	SHOW/HIDE PHOTO	ID	NAME	EMAIL	UNITS
1	<input type="checkbox"/>		11363			3
2	<input type="checkbox"/>		11363			3
3	<input type="checkbox"/>		11338			3