

# CLASS ROSTER/ATTENDANCE VERIFICATION

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Federal regulations require Title IV financial aid funds (grant or loan) to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from courses for any reason, including medical withdrawals, or does not attend classes at all they may no longer be eligible for the full amount of the Title IV funds that they were originally scheduled to receive. When this occurs, the institution is responsible to return a portion or all of the Title IV funds, depending on the situation and the last date of attendance by the student.

To comply with this federal regulation, the Registrar's Office will initiate a class roster attendance verification procedure with all faculty each semester. Information from this process is then shared with the Executive Director of Student Financial Services to determine the next steps.