

Effective: August 25, 2014

**Academic Policy
DROP FOR NON-ATTENDANCE**

Approved: August 12, 2014

Revised: October 18, 2016

F and Z Grades

The United States Department of Education considers students to have “earned” failing grades if they participated in class beyond the 60% point of the course’s scheduled meeting time. For regular semesters, the 60% point is the end of the ninth week of classes. If students stop attending prior to the 60% point and do not officially withdraw from the course, the resulting failing grades are considered “unearned.”

To aid in compliance, Millersville University will use F and Z grades to indicate “earned” and “unearned” course failures consistent with this reporting requirement:

Faculty should assign “Z” to students who stopped attending class before the 60% point of the semester.

Faculty should assign “F” to students who attend beyond the 60% point of the semester but fail to meet the requirements to pass the course.

Date of Last Attendance (Failing Grades Only)

For all students assigned failing grades at the end of the semester (Z or F), faculty must include a best estimate for a date of last attendance for each student. This date allows Millersville to compute the portion of each student’s financial aid that must be returned to the federal government. Return of aid is required for any student who stopped attending prior to the 60% point of the semester (and who therefore should have received a Z grade).

For students who completed the semester, the date of last attendance is normally the date of the final examination.

For students who did not complete the semester, the date of last attendance can be established by classroom attendance records or through records of students’ participation in activities such as the following: tests, quizzes, assignment submissions, online discussion posts, or any other meaningful interaction with the faculty. The following guidance is provided in federal regulations:

Academically Related Activity for Face to Face Instruction (FSA 5-59)

Academically related activities 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 university.
- Participating in an online discussion about academic matters.
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do not include activities where a student may be present but not academically engaged, such as:

- Living in institutional housing.

Participating in the university's meal plan.
Logging into an online class without active participation.
Participating in academic counseling or advisement.

Academically Related Activity for Distance Education Courses (FSA 5-60)

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itse