



## **USF Financial Aid Services Attendance Policy**

A good record of class attendance for regular class formats or online courses is a prerequisite to satisfactory academic progress. Faculty often designate class attendance policies within the syllabus for their specific course(s). Individual instructors have the option of setting attendance requirements in relationship to grading for the course. It is the student's responsibility to meet the requirements set by the instructor in each class. Excessive absence from class may result in a lower grade for the course. Students enrolled in all programs are required to attend regularly.

Failure to attend classes or to log-in to online courses will NOT result in students being automatically dropped or withdrawn from courses. Students are responsible for following the drop and withdrawal procedures in the USF Academic Catalog.

Poor attendance, or no attendance can also require portions of the student's federal financial assistance. In instance where the student withdraws, receives "F" grades, or receives "I" grades, Financial Aid Services must go back to instructors to determine their last date of attendance. This last date of documented attendance can invoke the following:

### **Return if Title IV Funds**

Financial Aid Services is required to calculate a Return of Title IV Funds on all students who withdraw from all of their classes. This process also requires a review of students who receive all "F" grades to see if they attended and earned the failing grades or did not attend and did not officially withdraw. It is very likely that a portion of the aid received will need to be paid back to the federal government and USF. This policy is required by law and students who owe a refund on Title IV aid cannot receive assistance at any school until it is repaid. Students must also maintain Satisfactory Academic Process and withdrawals may impact future aid eligibility.

Step 1 – determine the last date of attendance. This may be determined by class records, attendance records, or the actual date the student initiates the withdrawal. If the student withdraws without notifying the institution, the midpoint of the semester will be used as the date.

Step 2 – determine the percentage of the term completed. This is accomplished by dividing the number of calendar days actually completed by the number of calendar days in the term.

Step 3 – determine the percentage of the total federal Title IV assistance the student has earned. This is determined by multiplying the percentage in step 2), above, by the total amount of federal Title IV assistance. At this time, the amount of unearned assistance is also calculated.

Step 4 – once the actual amount of assistance to be returned to the federal programs is determined, it will be returned in the following order:

Unsubsidized Federal Direct Loans  
Subsidized Federal Direct Loans  
Perkins Loan  
Federal Direct PLUS Loans  
Federal Pell Grant  
Federal SEOG  
Other Title IV Assistance

In all instances where applicable, funds must be returned to the federal programs within 30 days. If applicable amounts are not returned, the student may be reported to the U.S. Department of Education as owing a refund to a federal Title IV program. The student must be aware that the amounts to be returned to the federal programs may be money the student has already received as a refund from the university for off-campus living expenses. By owing this refund, the student will be ineligible to receive any further Title IV assistance from any other institution.

### **Satisfactory Academic Progress Sanctions**

Any “F”, “W” or “I” grade is calculated as hours attempted when calculating the percentage of completion for satisfactory progress. If at any point in time the student falls below 75% completion on a cumulative basis, the student will initially be placed on Financial Aid Warning. If percentage completion or GPA falls below standards (2.00 CGPA for undergraduates; 3.00 CGPA for graduate and doctoral) during the next semester, the student will be placed on “Financial Aid Suspension” and unable to receive further financial assistance at USF, unless the student successfully appeals the suspension.