

# Documentation of Academic Activity

The *US Department of Education (ED)* requires institutions to document whether or not a student attended classes by performing a Higher Education Act (HEA) approved academically-related activity during any period of enrollment in which the student receives Title IV aid. Institutions that do not track initial activity risk financial penalty and could lose the ability to disperse Title IV federal aid. In many cases, initial activity can be as simple as you verifying attendance.

Students who are not marked as having engaged in academic activity by the end of the second week of classes cannot and will not be provided federal aid for that course regardless of enrollment status.

# HEA Approved Academic Activity

Academically related activities	<i>Academically related activities for distance-education courses</i>
Physically attending a class where there is an opportunity for direct interaction between instructor and students	Submission of an academic assignment
Submitting an academic assignment	Submission of an exam
Taking an exam, completing an interactive tutorial or participating in computer-assisted instruction	Documented participation in an interactive tutorial or computer-assisted instruction
Attending a study group that is assigned by the school	A posting by the student showing the student's participation in an online study group that is assigned by the institution
Participating in an online discussion about academic matters	A post by the student in a discussion forum showing the student's participation 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	An email from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course



## Not Considered Academic Activity

- Logging into an online class without active participation
- Participating in academic counseling or advisement
- Living in institutional housing
- Participating in the school's meal plan



UNF

Enrollment Services

# Syllabus Language

Faculty have the pedagogical freedom to plan a HEA approved academic activity or several activities to be outlined on their syllabus by the second week of courses. Please refer to the HEA Approved Academic Activity table on the prior pages for guidance.

The faculty member has the option to add the following sort of language to the syllabus:

*“You must be in attendance or have a faculty approved absence for this assignment. An unexcused absence from this assignment could impact your ability to receive institutional or federal aid.”*

*“You must be participating online or have a faculty approved absence for this activity. An unexcused absence from this assignment could impact your ability to receive institutional or federal aid.”*

*“Submission of this quiz by the due date is critical. Failure to meet the deadline could impact your ability to receive institutional or federal aid.”*

During the second week of classes, the faculty should log into **myWings** self-service, navigate to the **Faculty** tab, and record whether or not each student completed the approved academic assignment in the second week. This must be done prior to start of the 3<sup>rd</sup> week of classes. For more exact instructions, click [here](#).

In the instance that a student has an approved absence, the faculty member can assign a different HEA approved activity for which to record the student.

Faculty will receive email correspondence for any remaining or new students who have yet to be recorded.