



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Failure to attend classes or to log-in to online courses will NOT result in students being automatically dropped or withdrawn. Students who are dropped or withdrawn following the drop and withdrawal procedures in the USF Academic Catalog.

Partial attendance, or no attendance can also require portions of the student's federal financial assistance. In instances where the student is dropped, 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

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.