Student Aid Eligibility and Documenting Attendance
Howdy Faculty/Teaching Tab

Utilizes roster structure already present in Howdy
### Course View

**Window for certification** is based on part of term for course

- Census -5 days to Census +3 days (begins after add/drop period)
- Course certification can be completed anytime during this period
- Course roster cannot be certified for courses that have not commenced
Course View

Course roster not to be certified outside the posted window
Various methods may be used in determination of student attendance.
Students who have not attended need to be unchecked.
Academically-related Activity

34 CFR 668.22 defines “Academic attendance” and “attendance at an academically-related activity” —

(A) Include, but are not limited to

(1) Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
(2) Submitting an academic assignment;
(3) Taking an exam, an interactive tutorial, or computer-assisted instruction;
(4) Attending a study group that is assigned by the institution;
(5) Participating in an online discussion about academic matters; and
(6) Initiating contact with a faculty member to ask a question about the academic subject studied in the course; and

(B) Do not include activities where a student may be present, but not academically engaged, such as

(1) Living in institutional housing;
(2) Participating in the institution's meal plan;
(3) Logging into an online class without active participation; or
(4) Participating in academic counseling or advisement.

(ii) A determination of “academic attendance” or “attendance at an academically-related activity” must be made by the institution; a student's certification of attendance that is not supported by institutional documentation is not acceptable.
Course certification is required only once per semester.
Who may submit Attendance Certification?

Instructor of Record or Associate in

Howdy:

Administrator
Administrative Assistant
Grader
Teaching Assistant
If revision is necessary for a particular student, please call Scholarships & Financial Aid. We may request documentation before making the revision through an administrative portal.
Scholarships & Financial Aid

FAID_Attendance@tamu.edu