



**KENTUCKY STATE
UNIVERSITY**

Policies and Regulations

POLICY TITLE:

Course Attendance Policy

APPLIES TO:

All Current Students

ADMINISTRATIVE AUTHORITY:

Office of Financial Aid

APPROVED BY:

President Koffi C. Akakpo (Interim Approval)

EFFECTIVE DATE:

September 26, 2025

EXPIRATION DATE:

Sixth Months from Approval if Not Renewed or Made Permanent

NEXT REVIEW DATE:

POLICY STATEMENT:

Federal regulations require that students receiving Title IV federal financial aid must demonstrate proof of academic participation in their courses each term. Attendance verification is mandatory for financial aid eligibility.

- For in-person courses, attendance is defined as physical presence in class.
- For online courses, attendance is defined as active participation in academic activities such as submitting assignments, completing exams, or engaging in online discussions.

The Office of Financial Aid confirms student participation in all enrolled courses. Adjustments to aid may occur if actual course attendance differs from registered enrollment. Students who fail to begin attendance in one or more classes may have financial aid reduced or canceled.

DEFINITIONS:

Title IV Aid: Federal student aid programs including Pell Grants, FSEOG, Subsidized and Unsubsidized Direct Loans, and Federal PLUS Loans.

Attendance: Documented participation in academic activity (in person or online) used to establish eligibility for financial aid.

Withdrawal: Formal removal from one or more classes after the add/drop period, processed through the Office of the Registrar.

Title IV Repayment: Federal requirement that students repay unearned financial aid if they withdraw from all classes prior to completing 60.5% of the term.

PROCESS:

1. Attendance Verification

- Faculty document student participation in the first weeks of the term.
- Financial Aid verifies attendance in all courses before releasing federal funds.

2. Withdrawal or Schedule Cancellation

- Students must process withdrawals through the Registrar's Office.
- Students who withdraw or cancel classes may incur repayment obligations.
- Aid is canceled if the student's schedule is purged; repayment of disbursed funds will be required.

3. Title IV Repayment Liability

- Students earn aid proportionally each day until 60% of the term is completed.
- Withdrawal prior to 60.5% completion requires partial or full repayment.
- Title IV repayment determinations are final and not subject to appeal.
- Students who owe repayment may be ineligible to re-enroll or receive additional federal aid.

4. Advising Students

- Students are strongly encouraged to consult with Financial Aid staff prior to withdrawing from courses.
- Financial Aid provides guidance on repayment obligations and future eligibility.

REFERENCES AND RELATED MATERIALS:

Class Scheduling Policy
Changes in Registration Policy
Registration Policy
Federal Title IV Regulations

CONTACTS:

Subject	Office	Telephone	E-mail
General Questions	Financial Aid	(502) 597-6000	finaidmail@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	September 2025	Office of Financial Aid
