



1. Why is POA reporting required?	2
2. What are the consequences of not reporting or late reporting by faculty?.....	2
3. When does the POA reporting normally open and close in MyState?	2
4. Why am I still receiving a notice that I have not submitted after reporting my POA?	3
5. What constitutes attendance?	3
6. What if a student doesn't attend class but sends an email or stops by my office?	3
7. What if classes are cancelled during the reporting period, do I report them as not attending?	4
8. I reported a student as never attending. Why are they still on my roster?	4
9. I reported a student as attending. Why is a student telling me I still need to sign a form or contact Financial Aid?	4
10. What if I make a mistake and reporting has already closed?	4

[Click here for Common POA Scenario Examples](#)

This document contains a collection of the most frequently asked questions about the POA reporting. If your question is not included in this document or if you have any additional questions, please feel free to contact the Office of the Registrar by clicking the email link below:

Office of the Registrar: <mailto:registration@wvstate.edu>

Additional information can be located on the [Faculty Resources webpage](#).

If you would like to receive calendar reminders for POA reporting dates, please click on the current academic calendar year at [Academic Calendars - West Virginia State University](#) and click "Add to Google Calendar".

1. *Why is POA reporting required?*

The institutional need for POA reporting is mandated by law (H.R. 6 – 105th Congress, 1997-1998), requiring students to earn the aid they are receiving by attending and participating in their in-person and online classes.

2. *What are the consequences of not reporting or late reporting by faculty?*

Since POA is based on classroom attendance and reported by the faculty, when an instructor does not report the attendance records for one or more classes, including late reporting, it has a negative impact on two levels:

- a. Impact on the institution:
 - i. Failure to fully and accurately complete the POA requirement can result in paying students federal and state funds to which they are not eligible to receive. False reports of attendance resulting in inaccurate fund payment trigger state and federal audits and consequently loss of the institution's ability to award federal financial aid.
- b. Consequences for the student:
 - i. A lack of reporting causes a delay in the disbursement of financial aid, being dropped from classes, being locked out of online course access, and the inability to order textbooks. Additionally, when a student is attending the class, but the POA is not reported, by default, the student is considered non-attending, thus requiring the student to begin making payments on their student loans prematurely.

3. *When does the POA reporting normally open and close in MyState?*

POA reporting is opened the week prior to the published reporting deadline (see the [academic calendar](#)). You can report and/or modify dates or Q grades until the published deadline, just like with reporting final grades. The POA reporting is conducted at multiple points during the semester, namely after the 1st week, after the 4th week, and when reporting midterm and final grades.

4. *Why am I still receiving a notice that I have not submitted after reporting my POA?*

There are 3 possibilities:

- Timing: The Provost Office pulls reports and starts emailing faculty-friendly reminders prior to the deadline. It is possible the report was pulled before your section was entered. This should be corrected the next time the report is pulled.
- Completeness: Even leaving a single student unreported can flag a section as not reported. If before the deadline, submit the appropriate grade or date of attendance. If after the deadline, email financial aid the reporting information at ofa@wvstateu.edu.
- System Timeout: The system can timeout during a longer submission. After entering all data and hitting submit, log out and log back into the system to ensure the entry is saved.

5. *What constitutes attendance?*

- a. For in-person courses, the student must physically show up to the course.
- b. For online courses, the student must participate in class by **either** posting on a discussion forum, completing an assignment, or taking a quiz. Simply logging in does not constitute attendance. In other words, a student who only logs in and views the course should be assigned a “Q” grade, and no date of attendance should be reported.
- c. For hybrid courses, the student must **either** physically show up to the in-person class or participate online by posting in a discussion forum, completing an assignment, or taking a quiz.

6. *What if a student doesn't attend class but sends an email or stops by my office?*

According to federal regulations, the student must attend and participate in class. Simply contacting the professor or stopping by a faculty member's office does not constitute attendance, and the student should not be reported as attending until they show up for an in-person section or by **either** posting on a discussion forum, completing an assignment, or taking a quiz.

7. *What if classes are cancelled during the reporting period, do I report them as not attending?*

If during the entire reporting period, students can not physically show up to a course, post on a discussion forum, complete an assignment or a take a quiz due to reasons made by a faculty member or the University, they must be reported as not attending, even though the reason is beyond their control.

8. *I reported a student as never attending. Why are they still on my roster?*

When this happens, it is because the student has been reported as attending another class or classes. To ensure there is no error, the Financial Aid Office requires the student to confirm attendance in all sections before disbursing financial aid funds.

9. *I reported a student as attending. Why is a student telling me I still need to sign a form or contact Financial Aid?*

When this happens, it is because the student has been reported as not attending another class or classes. To ensure there is no error, the Financial Aid Office has to confirm attendance in all sections before disbursing financial aid funds.

10. *What if I make a mistake and reporting has already closed?*

If this happens, send an email to the Financial Aid Office with the correct information.
<mailto:ofa@wvstateu.edu>



- 1 Shelby registered on Wednesday afternoon, the third day of the semester, for my MW afternoon in-person class. She visited me during my office hours to pick up the syllabus and assignments she missed during the first week. Did she begin attendance?

No, she did not begin my class because she was not present during the regular scheduled class time.

- 2 Roy is registered for my online class and has logged in twice during the reporting period but has not participated in any of the discussions nor submitted any assignments. Did he begin attendance?

No, he did not begin my class because he did not participate in discussions nor submit any assignments.

- 3 Renee is registered in my **hybrid class**. She did not attend the in-person class; however, she did submit her assignments through her MyOnline during the first week. Did she begin attendance?

Yes, she met the attendance requirements by either submitted her assignments online during the reporting period or attending the in-person session.

- 4 Kellie was registered and attended my online ENGL 101 class; however, after 3 days into the semester, she switched into my in-person ENGL 101 section. Now that Kellie only shows up on my in-person class roster but has not attended that class, can I mark her as attending?

No. Since each section must be reported independently, and she currently only appears on the in-person class roster and has not attended that section, she should not be reported as attending. Attendance is not transferable from class to class or from section to section.

5 Classes were cancelled due to weather or a campus-wide emergency during the entire first week of the semester, do I report my entire class as not attending since it is in-person?

Yes, even though the situation is out of the control of students, they did not actually begin attendance.

6 Jodi missed the first week of my class because she was sick, but she sent me an email to let me know she would be making up the work and attached a doctor's note. Did she begin attendance?

No, even though she has an excuse, she did not begin attendance during the reporting period. Reporting is based on attendance and participation, regardless of excuse or reason.

7 A student athlete is absent from classes due to an excuse for team travel. Should I report the student as not attending for POA?

Yes. An excused absence for athletics is for allowing students to make up missed work without penalty. However, for POA reporting purposes, the only criterion is physical attendance or participation in an online course, regardless of the nature of the absence, excused or not.

8 Thom is registered for my online course, but a storm took out his internet, and he was unable to submit any acceptable assignments during the reporting period. Did he begin attendance?

No, even though it is beyond his control, he did not begin attendance.

9 A student attends the first week of class, but never attends again. What midterm grade should be assigned?

The grade should reflect earned at the time of the midterm A "Q" grade is not appropriate in this case.

10

Alana is registered for my Tuesday evening class and attended during the first week. She notified me after class that she would be dropping the course but is still on my roster. Do I report attendance?

Yes, she met the attendance requirements, so you need to report her accurately. A student's verbal indication is not considered. Reporting is based on actual attendance in an in-person course or participation in an online class.

11

Chris is registered for an externship/independent study and only checks in with me during certain points of the semester. Do I need to provide attendance reporting?

Yes, attendance confirmation must be reported at all POA checkpoints and should follow the guidelines of an online course in terms of submitting assignments.

12

Mikey is registered for my Monday/Wednesday class and my Tuesday/Thursday class. He attended my MW class, but not my TR class. I'm sure he'll show up for the Tuesday/Thursday class, so can I just mark him as attending both classes?

No. All POA reporting is based on actual dates of attendance rather than any anticipation, intent, or expectation.