MEMORANDUM

To: Members of the Faculty and Instructional Staff

From: Fadi P. Deek, Provost and Senior Executive Vice President

Date: Friday, January 15, 2016

RE: Verification of Presence

Each semester, NJIT disburses millions of dollars of financial aid to students for payment of tuition and other expenses related to their education. The U.S. Department of Education has very complex rules and regulations that govern the eligibility of students to receive aid as well as the eligibility of an institution to award and accept that aid. One such rule is that NJIT must verify that a student is present and attending classes in which s/he is registered before disbursing any financial aid to the student.

Students must be present at least once in order for aid to be disbursed. Each faculty member must verify with a Yes or No whether a student is present. The mechanism to record this information can be found in Faculty Self-Service Banner and is nearly identical to the submission of final grades. Instructions can be found at http://www.njit.edu/registrar/general/Verification_of_Presence.php.

Below are a few ideas to assist with the verification process:

1. Presence is defined as attendance in a classroom setting or having participated in some form of academic activity. An academic activity may be defined as, but is not limited to, submission of a quiz or homework, participation in an online chat discussing class topics, or submitting questions to the instructor that are related to the class.
2. This is not a request to keep attendance records throughout the semester. Rather, it is a request to verify that a student is participating academically so that aid can be awarded.
3. Use only the class roster from Faculty Self-Service Banner accessed through Highlander Pipeline (my.njit.edu). These rosters are real-time and have the most current student registration information.
4. The Verification of Presence page can be submitted multiple times. Therefore, if you were able to verify 90% of the registered students in the first class meeting, you will be able to submit the verification for these students. You can return to the page at a later time to verify the other 10%.
5. If a student has been verified Yes, the record should not later be changed to No. The student remains eligible even if later attendance does not continue.
6. Students will be eligible to receive aid for only those classes in which their presence has been verified. Therefore, it is very important that you verify whether or not all of your registered students are present.
7. Verification of Presence applies to all students, undergraduate and graduate.
8. For independent study, thesis, dissertation, and other such registered classes that do not require formalized meetings, acceptable academic activity to establish verification of presence may include face-to-face, email, or telephone interaction between the student and faculty advisor.

You will receive follow-up and reminder emails through the beginning of the semester from the Registrar. It is imperative that NJIT remains compliant with the Federal Financial Aid regulations. Therefore, it is important that all teaching faculty engage in this process so that NJIT can continue to offer and award financial aid to our students in need.

Questions may be addressed to Michael Maysilles, Registrar or Ivon Nunez, Director of Student Financial Aid Services.