

We field many questions from faculty regarding attendance policies and recording attendance. This short FAQ sheet is designed to address the common questions we've received.

Golden Gate University's Attendance Requirements

Every term the schools schedule courses that have one or more in-person meeting sessions. These courses are identified with instructional codes HSF and SF. Student registered in these courses are required to attend every class meeting in-person and should not be attending any of the course meetings remotely. This requirement applies to all students in these course sections regardless of military or other statuses. Should you have questions regarding GGU's attendance requirements, please contact your program director or school dean.

Questions about VA Residency Requirements

Veteran students are informed each term about what they need to do to meet the VA residency requirements. These requirements are complicated, and it is important that students are directed to someone who can best respond to their questions. Students who have questions about their residency requirements should contact VA@ggu.edu. Student can also meet with a GGU VA Certifying Official to discuss what options are available to them.

If a VA student indicates that they are not able to attend the in-person meeting date(s) for your course, do not offer any alternate dates that are not already published on GGU's [Course Schedule](#) page. It's natural for us to want to accommodate students, but making exceptions puts the student at-risk of not receiving their benefits.

Recording Attendance

Starting this Fall term, the Self-Service resource is to be used for recording attendance and final grades. Attendance must be recorded for all students who attend in-person and online-synchronous class meetings. It's important for attendance to be recorded during, or immediately after, each class meeting.

Note: attendance does not need to be recorded for online-asynchronous coursework, since the Moodle application records students' participation. Here is a [video clip](#) on how to use Self-Service. If you need help with Self-Service, please contact registrar@ggu.edu.

Requests to Falsify Attendance Records

If students ask that you falsify their attendance records, either by recording attendance for dates when they were absent, or by recording that they attended in-person rather via web conference, this would be considered a violation of GGU's [Student Code of Conduct](#). If this situation arises, please contact the Dean of Students at divofstudentsuccess@my.ggu.edu and provide relevant information such as the course you are teaching, students' names and ID numbers, and their specific requests to falsify their attendance records.

Make-Up In-Person Class Meetings

You may not offer make-up in-person class meetings for VA education benefits recipients only. These students must attend in-person class meetings that have been formally scheduled with the Registrar's

Office. You are under no obligation to schedule extra in-person class meetings to satisfy these students' demands.