Attendance Policy Adjustments—Fall 2021

*These changes to the attendance policy are applicable for the Fall 2021 semester only. They only replace the existing attendance policy, available* [here](https://www.law.pitt.edu/attendance), *to the extent that they are in conflict with it. On all matters on which this memorandum policy is silent, the current* [*attendance policy*](https://www.law.pitt.edu/attendance) *continues to apply.*

# Faculty Driven Process

# Faculty will manage attendance and take note of when students fall below the 80% attendance mark for

# the year. The policy respecting how faculty maintain these records have been left to the faculty

# member to decide. So long as the method used is transparent (i.e. disclosed to the students in the

# syllabus) and reliable, then this is sufficient. Below are some methods that faculty members are likely to be using.

# Roll Call

Attendance may be recorded through a Roll Call managed on the Canvas Learning Management System. The Roll Call is extremely easy to use. The faculty member will open the feature and then, for each individual class, call out names and record who is present. Canvas will keep a record of how many classes each student attended. ***It will then be easy for any student to see if they have missed more than the minimum of 20% of classes permitted by reviewing their record on Canvas.*** This method can be used for in person classes as easily as it can be for remote classes.

# Sign in Sheets

Faculty are free not to use Canvas and instead take attendance manually through a sign in sheet as they always did prior to the onset of the pandemic The Dean’s Office will be providing sign in sheets to any who request them. The process of determining which students fall below the 80% threshold will be left to the faculty member to calculate. ***This means that the only method by which students will know if they are near the 80% threshold will be through communicating directly with the faculty member teaching the relevant course.***

# TopHat

Many faculty members will be using TopHat to TopHat works by generating a four digit code at the start of every class when the faculty member logs into it (via Canvas, with which it integrates) and selects “take attendance”. Students then “sign in” by inputting their code into the application. ***TopHat calculates attendance, and a faculty member and each individual student will know attendance levels of every student on a continuous basis throughout the semester.*** The [24/7 Pitt IT Help Desk](https://www.technology.pitt.edu/247-it-help-desk) is always available to answer questions on Pitt supported software such as Canvas and TopHat.

***\*Any attempt to circumvent the attendance policy as adjusted (for example giving out codes to non-attending students in TopHat) will be regarded as a violation of the*** [***Pitt Law Standards of Academic Integrity***](https://www.law.pitt.edu/pp/integrity) ***on the part of all students participating in the circumvention.***