

Policy Series 5000
Policy 5041
Procedure 5041.31

Last Date of Attendance

In compliance with the US Department of Education (ED) regulations governing Title IV programs, NWCCD is required to gather data from faculty on student attendance for any student being assigned an “F” grade. Last date of attendance (LDA) is defined by ED as the “last date of attendance at an academic related activity.” Simply signing in for an online class is inadequate. Active participation by a student in an instructional activity related to the student's course of study includes, but is not limited to:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- Interacting with an instructor about academic matters

As defined by ED, an academic-related activity does not include:

- Living in institutional housing
- Participating in the institution's meal plan
- Logging into an online class or tutorial without any further participation
- Participating in general academic counseling or advisement

While recording daily attendance is not a requirement, faculty must be able to report the LDA for any student who is assigned an “F” grade. An “F” grade reported with a LDA before the last week of the semester, will be considered an unearned “F” grade (i.e. “F” grade is due to lack of attendance, not performance). When a student fails to earn any credit for a term, the student's Title IV aid will be recalculated.

Students receiving an “F” grade:

- Software used by faculty to enter grades requires the LDA whenever an “F” grade is entered. No “F” grade should ever be given to a student who never attended class. The student will instead be flagged for non-attendance, and Title IV aid will be recalculated accordingly.

LDAs are retrieved from the student information system by the Office of Financial Aid and used in identifying any students who must have their federal aid recalculated.

Veterans Benefits:

The Department of Veteran Affairs requires NWCCD to report the LDA if the student:

- Officially withdraws
- Is administratively withdrawn
- Stops attending courses without withdrawing resulting in withdraw status, or punitive grades being assigned

A debt to the Department of Veteran Affairs or NWCCD may be established if the student does not attend or complete courses without notifying the Veteran Advising Office.

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