

## **Last Date of Attendance**

In compliance with the US Department of Education's regulations governing Title IV programs, NWCCD gathers data from faculty on student attendance for any student withdrawing from a credit class or being assigned an "F" grade. Last date of attendance (LDA) is defined by the Department as "last date of attendance at an academic related activity." Simply signing in for an online class is inadequate; some sort of intentional interaction with the instructor or classmates must take place. This date is used when computing the refund and repayment obligation of any student having received some type of Title IV financial assistance.

While recording daily attendance is not a requirement, faculty must be able to report the LDA for any student who withdraws from the class or is assigned an "F" grade. An "F" grade reported with a LDA may be considered an unearned "F" grade (i.e. "F" grade is due to lack of attendance, not performance). When a student receives all unearned "F" grades for a term, the student's federal aid will be recalculated.

### Students who withdraw from a class:

- For students who use a paper form, faculty enter the LDA and sign the form. Students return the form to Enrollment Services for processing.
- For students who withdraw online, Enrollment Services emails the faculty member to request the LDA. Faculty are required to respond to the email message within five days.

### 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.

Last dates of attendance are retrieved from the student database by the Office of Financial Aid and used in identifying any students who must have their federal aid recalculated.