

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. Intentional interaction with the instructor or classmates must take place; including but not limited to the following:

- Physically attending a class where there is opportunity for direct interaction between the instructor and the students
- Submitting an academic assignment
- Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction
- Attending a study group that is assigned by the instructor
- Participating in online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course

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

- Living in institutional housing
- Participating in the school’s meal plan
- Logging into an online class without active 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 federal 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.

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.