

University Policies

Policy Name: Last Day of Attendance	Effective Date: January 16, 2012
Custodian of Policy: Vice President for Academic and Student Affairs	Last Review: New Policy
	Next Review: September 2018

Policy

The University is obliged to provide attendance information to various stakeholders about certain student populations, e.g. student athletes, international students on student visas, and students who receive Financial Aid or funding as veterans.

This information is collected from instructors for each course twice each term: during Mid-Term Reporting for advising purposes, and at the end of the term when grades are submitted. End-of-term Last Day of Attendance (LDA) information is only collected if a student receives a grade of "F" or "NC" for a particular course.

Instructors define what attendance means for each course. In general, the "last day of attendance" is considered to be:

- the last day the student attended class in courses in which attendance is taken by the instructor,
- the last day on which a student submitted an assignment, quiz, or test,
- or the last day on which a student actively participated in a group or online activity in classes in which attendance is not regularly taken.

Procedure

Procedure for Appeals

Students who wish to contest attendance information supplied by an instructor may submit an appeal within ten business days (days on which classes are taught) after the grade submission period ends, following the procedure outlined in the University's Grade Appeals policy.

Note: Students are encouraged to talk to their instructors before beginning this procedure to attempt to resolve the matter informally.