



Chapter 3: Educational Policies

Last Date of Attendance (LDA) Policy

Adoption: 02/23/15
Revised: 05/04/23
Last Reviewed: 4/12/23 (AASC)
President Approved: 9/8/23
Next Review Date: 5/18/28
Authority: [MinnState Board Policy 2.9 Academic Standing and Financial Aid Satisfactory Academic Progress](#)
Custodian of Policy: Dean of Enrollment Services

POLICY STATEMENT

The Last Date of Attendance (LDA) policy is based on the requirement of the College to maintain accurate attendance records for all students in order to facilitate the correct calculation of Federal Title IV financial aid awards, including the Pell Grant, Federal student loans and other state and federal funds. Students who fail to attend a significant, consecutive portion of a course, as defined in the table below, will receive a last date of attendance (LDA) or never attended grade on their academic record. The last date in which the student attended the course, as documented by the faculty member for the course, will be noted in the student’s record as the LDA. An LDA results in the automatic assignment of an FW (stopped attending or partially attended) or FN (never attended) grade. Prior to the official Last Day to Withdraw, students that received an LDA may submit a request to have an FW changed to a W or have an FN fully removed to prevent negative impacts on their GPA.

Table 1: LDA Entry Based on Course Length in a Regular Academic Term (Fall or Spring)

Course Length, in Weeks (full or partial)	LDA may be entered after consecutive calendar days of absence
12-16	11 (can be submitted on day 12)
10-11	7 (can be submitted on day 8)
8-9	6 (can be submitted on day 7)
6-7	5 (can be submitted on day 6)
4-5	3 (can be submitted on day 4)
2-3	2 (can be submitted on day 3)
Less than 2 weeks	1 (can be submitted on day 2)

Note: LDA entries authorized by this policy that occur during the first week of a regular semester (Fall or Spring) must be communicated to the Registrar’s office directly.



Chapter 3: Educational Policies

Last Date of Attendance (LDA) Policy

Adoption: 02/23/15
Revised: 05/04/23
Last Reviewed: 4/12/23 (AASC)
President Approved: 9/8/23
Next Review Date: 5/18/28
Authority: [MinnState Board Policy 2.9 Academic Standing and Financial Aid Satisfactory Academic Progress](#)
Custodian of Policy: Dean of Enrollment Services

Table 2: LDA Entry Based on Course Length in a Shortened Term (Summer)

Course Length, in Weeks (full or partial)	LDA may be entered one day after the following consecutive calendar days of absence
6-8	5 (can be submitted on day 6)
4-5	3 (can be submitted on day 4)
2-3	2 (can be submitted on day 3)
Less than 1 week	1 (can be submitted on day 1)

Note: LDA entries authorized by this policy that occur during the first week of a the summer term must be communicated to the Registrar’s office directly.

Part 5: Reinstatement, Exceptions and Appeals

If a student receives an LDA according to this policy and wishes to be reinstated during the regular meeting dates of a class, students may contact the faculty member directly and request reinstatement. Reinstatement is at the sole discretion of the faculty member. If granted, the faculty member will contact the Registrar’s Office and the LDA will be removed from the student’s record.

Additionally, student may appeal that the FW grade be changed to a W within three terms after the conclusion of the course with documented mitigating circumstances.

If a student believes that an LDA was entered in error or in violation of this policy, they may discuss it with the faculty member that issued the grade. Further appeals of an LDA shall be allowed in accordance with the Student Appeal process.