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## Chapter 3: Educational Policies

### Last Date of Attendance (LDA) Policy

Adoption:	2/23/15
Revised:	1/14/15
Last Reviewed:	1/14/15 (AASC)
President Approved:	2/23/15
Next Review Date:	2/23/20
Authority:	<a href="#">MnSCU Board Policy 2.9 Academic Standing and Financial Aid Satisfactory Academic Progress</a>
Custodian of Policy:	Dean of Enrollment Services

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#### POLICY STATEMENT

Students who fail to attend a significant, consecutive portion of a course, as defined in the accompanying procedure, will be withdrawn from the course by the college. The last date in which the student attended the course, as documented by the instructional faculty member for the course, will be noted in the student's record as the last date of attendance (LDA). The LDA policy is based on the requirement of the College to maintain accurate 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.

#### IMPLEMENTING PROCEDURES

##### Part 1. Authority and Definition

Authority for this procedure: 34 CFR 668.22 – Treatment of Title IV Funds When A Student Withdraws

Hennepin Technical College may be required to return unused Federal Title IV Financial Aid and other state and federal funds according to the guidelines of the programs through which the aid is received, particularly in instances where a student withdraws from the college or stops attending.

For all students, regardless of whether they actually receive financial aid, a withdrawal, for financial aid purposes, is defined as occurring when a student notifies a school official, in written or oral form, of his or her intent to withdraw from a course or from the institution. Regardless of when or if a withdrawal takes place, the school will determine the date of withdrawal to be the same as the date the student last attended classes. A withdrawal may also be deemed to have occurred if the student ceases attendance without notifying the institution.

##### Part 2. Purpose

The purpose of the Last Date of Attendance Policy is to correctly assess the financial liability for students and the institution for the return of financial aid, ensure fiscal stewardship of financial aid funds and to minimize, where appropriate, financial liability for the college and academic consequences for the student.

##### Part 3. Responsibility for Attendance

**Students** - Students are expected to regularly attend classes in which they are enrolled. A student who has missed all scheduled meetings of a class within a consecutive two week time frame (for a semester-length class) or has not participated in an academic activity in a blended or online class as stated in the



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course syllabus without contacting the course instructor, may be given an LDA by the course instructor. Accessing a class D2L site (logging in) does not qualify as an academic activity in itself.

Students who decide to stop attending courses should immediately withdraw from their course(s). The student will remain responsible for any financial liability they have incurred and for any academic and financial aid consequences due to this process.

Issuing of a faculty-initiated last date of attendance may activate the re-evaluation of a student's financial aid and may result in the return of financial aid funds, creating a balance due to the college in a student's account.

**Faculty** – The faculty of record assigned to teach a course will enter a last date of attendance report for students who have not been in attendance according to the expectations outlined in this policy. Entering an LDA results in the automatic assignment of an FN (never attended) or FW (stopped attending or partially attended) grade. Students who received an LDA may still withdraw from the course through the official Last Day to Withdraw, and the grade will be changed to a W (withdrawal).

#### Part 4. Process

Last Date of Attendance shall be reported in a timely manner for students meeting the following criteria:

1. For a semester-length class, a student who is enrolled in a class but fails to attend scheduled meetings of a class or participate in an academic activity or correspond with the course instructor to request an approved absence as described in the course syllabus in a blended or online course during any two consecutive weeks of the course; or
2. For a course of less than a semester in length, a student who is enrolled in a class but fails to correspond with the course instructor or attend scheduled meetings of a class or participate in an academic activity as stated in the course syllabus in a blended or online course during a consecutive period of days as outlined in:



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**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	Faculty entry of LDA permitted after this many calendar days have elapsed from the start of the course.
12-16	11	12
10-11	7	8
8-9	6	7
6-7	5	6
4-5	3	4
2-3	2	3
Less than 2 weeks	1	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, as they cannot be entered directly in ISRS.

**Table 2: LDA Entry Based on Course Length in Summer Term**

Course Length, in Weeks (full or partial)	LDA may be entered after consecutive calendar days of absence	Faculty entry of LDA permitted after this many calendar days have elapsed from the start of the course.
6-8	5	6
4-5	3	4
2-3	2	3
Less than 1 week	1	2

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, as they cannot be entered directly in ISRS.

#### 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, due to a change in circumstance, they may contact the faculty member directly and request reinstatement at the sole discretion of the faculty member. If granted, the faculty member will contact the Office of the Registrar and the LDA will be removed from the student’s record.



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**Policy**

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Additionally, student may appeal that the FN or FW grade be changed to a W within one full semester after the conclusion of the course.

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 Grade Appeal process.