

LDA Policy Statement:

At a minimum, instructors will document attendance from the first day of class until the end of the refund period. Once an instructor has reported the student's last date of attendance (LDA) in Banner Web Services, it is at the instructor's discretion to update the original date on file before the next reporting date.

What is the importance of attendance reporting?

- Absent a formal attendance requirement, the federal financial aid regulations prescribe campus action to determine and document unofficial withdrawal. That is, instructors are to determine the last time the student was academically engaged.
- If a student withdraws or stops attending classes prior to completing 60% of the term, whether any credits have been earned for the term or not, a portion of the aid received is considered to be unearned and must be returned to the Title IV programs (federal financial aid) from which it was received.
- Reporting students that never attended ("NS") or stopped attending (last date of attendance):
 1. Guarantees federal financial aid compliance, which will allow SUSLA to continue to receive Title IV funding to assist students.
 2. Ensures accurate, accountable reporting to the State for funding purposes.
 3. Ensures accuracy of official class rosters through a systemic procedure, which will reduce confusion and potential mistakes in midterm and final grade reporting and lessen the amount of faculty and staff time involved in back-and-forth communication dedicated to the clean-up of individual rosters.
 4. Eliminates the potential for adverse findings of auditors in the University's enrollment reporting.
 5. Reduces total of outstanding receivables for the University each term by classes not paid and financial aid funds disbursed and then reversed due to non-attendance or all "F"s.
 6. Decreases the quantity of students who are sent to collections each term which correspondingly decreases time spent on related tasks to better serve our students.
 7. Reduces academic appeal requests for retroactive withdrawals, which will also decrease time on task for students, faculty, academic department staff, financial aid staff and registrar's office staff.
 8. Reduces refund appeal requests, which will also decrease time on task for students, faculty, academic department staff, financial aid staff, registrar's office and business services staff.
 9. Reduces requests to reinstate students to courses after classes have been purged from the system (census date).

Who must provide the last date of attendance information in the system in order to track “unofficial withdrawal”?

- The primary instructor assigned to the course sections in Banner is the only person who can access and record this information on the Final Grade Entry page in Banner Web Services.

Why is the Last Attend Date information being collected for all students (instead of limiting it to students receiving aid specific to the regulation)?

- The majority of our students receive some form of financial aid. Because a student could be a financial aid applicant at any point during the academic year, this information must be collected for all students so that financial aid eligibility can be accurately determined. Instructors are to collect this information for **ALL** students and to report it during final grade submission. Financial aid (whether merit based, grants, loans or other) is private information and these students will not be separately identified for faculty.

What happens if the instructor just leaves the grade or last attend date information blank?

- When instructors do not enter grade information for registered students a “Not Graded” (NG) grade appears on the transcript. This simply complicates matters for the student, for record-keeping and for academic and administrative offices. It could affect a student’s academic standing and awarding of financial aid. For students who have already received some form of financial aid, administrative staff will still need to contact instructors and document the situation in order to be compliant with regulations.