

## Grading: Last Date of Attendance FAQ

### **Is the requirement to track Last Day Attended (LDA) specific to Seattle University?**

**A:** No. The requirement comes from the US Department of Education (34 CFR 668.22).

### **Why do Faculty need to document the LDA?**

**A:** Last Date Attended (LDA) as well as Lack of Attendance are used for tracking financial aid eligibility. Since knowledge about a specific student's Financial Aid is private, and many students receive Financial Aid of some kind or may do so in the future, we need to track this for all students. Faculty are the people who are in a position to know this information.

### **Is this a new practice?**

**A:** No. In the past, Student Financial Services had to follow up with individual Faculty to determine the LDA whenever a failing grade was given. The re-implementation of Colleague created an opportunity to include this information on the grading screen, saving everyone time and hassle.

### **What if I don't take attendance? How will I know the LDA?**

**A:** If you do not take attendance (attendance is *not* part of the official record at Seattle University) you can give the last date the student participated in an “academically-related activity.”

Academically related activities include:

- physically attending a class;
- submitting an academic assignment;
- taking an exam;
- participating in computer-assisted instruction;
- attending an assigned study group;
- participating in an online discussion about academic matters; and
- initiating contact with a Faculty member to talk about the academic subject studied in the course.

For distance education or online courses, merely logging in to Canvas is not considered participation.

Examples of academic participation in online courses include:

- submitting an academic assignment;
- submitting an exam;
- participating in an interactive tutorial or computer-assisted instruction;
- posting to an online study group that is assigned by the institution;
- posting to an academic discussion forum showing the student's participation in an online discussion about academic matters; and
- emailing a faculty member to ask a question about the academic subject studied in the course.

### **Do Faculty need to be able to document the last date the student participated in an “academically-related activity?”**

**A:** Yes. You should be able to support your determination of the LDA or last date the student participated in an “academically-related activity.”

### **What are the implications for the student?**

**A:** Reduced attendance or lack of attendance along with a failing grade may reduce a student's eligibility to receive financial aid.