

LAST DATE OF ATTENDANCE

The last date of attendance/participation must be recorded by faculty for students with failing or unsatisfactory grades.

Requirement for F & U grades

- **Beginning in Spring 2020**, all faculty will be required to enter the last date of attendance/participation **for all students with failing (F) or unsatisfactory (U) grades.**
 - **The last date of attendance is required** to comply with federal student financial aid reporting requirements.
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When you need to report Last Date of Attendance

- **When you record a grade of F or U** for a student, you must also enter the last date of attendance/participation in Banner.
 - **Entering the last date of attendance is required** before your grade submission can be saved.
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Participation examples that count as Attendance

- **The date should be the last date on record** that the student attended *or participated in* your class.
- **Options include:**
 - physically attending/participating in a class activity
 - electronic attendance (ex: Poll Everywhere, attendance module in Canvas)
 - participating in an online discussion about academic matters
 - attending a study group assigned by the instructor
 - submitting an assignment/project/test/tutorial/quiz
 - initiating contact with instructor to ask a question about the course or course content
- **Note: If your class is an online or distance education course**, the student simply logging into an online course or viewing a page does **NOT** count.

How to enter Last Date of Attendance

Step-by-step instructions:

- PDF screenshots for Banner 8
 - View video for Banner 9
 - Canvas instructions (Printable PDF)
 - Canvas video

 - **For students with an F or U grade**, entering the last date of attendance is required before your grade submission can be saved.
 - **CAUTION:** In Banner, you can move to the next screen without saving, so make sure you save before continuing!
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Attendance scenarios

SCENARIO	GUIDELINE
No academic-related activity in course. Don't know if student attended.	Enter the date one day prior to the first day of class for the semester.
Academic-related activity recorded, however did not complete course	Enter date of last recorded academic-related activity
Student attended course and completed final exam	Enter last date of the semester

LAST DATE OF ATTENDANCE FAQs

Why is the Last Date of Attendance information required?

- The U.S. Department of Education requires the Office of Financial Aid to determine if a student who receives financial aid and fails to earn a passing grade in a course has actually attended and/or completed the course, or if they withdrew from a course without providing the university official notification.
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What grades require me to enter the Last Date of Attendance?

- **When you record a grade of F or U** for a student, you must also enter the last date of attendance/participation.
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Who must provide the Last Date of Attendance information?

- Since the Instructor of Record is the only person at the institution who can document whether a student attended class or participated in an academically related activity, this documentation must come from the Instructor of Record.
 - Keep in mind that if a TA is providing grades to the Instructor of Record, the TA must also include the last date of attendance for F and U grades.
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What if I do not take attendance?

- If you do not take attendance, you should provide the date of the last known academically-related activity.
 - **Definition of academic-related activity includes, but is not limited to:**
 - physically attended/participated in class activity
 - electronic attendance (ex: Poll Everywhere, attendance module in Canvas)
 - participating in an online discussion about academic matters
 - attending a study group assigned by the instructor
 - submitting an assignment/project/test/tutorial/quiz
 - initiating contact with instructor to ask a question about the course or course content
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What does *not* count as academically related attendance?

- **Academically-related activities do not include:**
 - Living in on-campus housing
 - Participating in a school's meal plan
 - Logging in to a distance education course without any other active participation
 - Canvas or Distance Ed page views
 - Academic counseling or advising
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What if I do not know if the student attended and I have no record of academic activity?

- Enter the date before the first date of class for the semester. (For example, if classes begin on 08/19/2019 then enter 08/18/2019.)
 - According to federal regulations, the student is considered to have not begun attendance if the instructor is unable to document the student's attendance.
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What if the student attended the entire semester?

- Record the last date of class for the semester.
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I teach an online class, how do I document attendance?

- **If electronic attendance is not taken**, provide the date of the last academically-related activity. Your options include:
 - participating in an online discussion about academic matters
 - attending a study group assigned by the instructor
 - submitting an assignment/project/test/tutorial/quiz
 - initiating contact with instructor to ask a question about the course or course content
 - The student simply logging into an online course or viewing a page does NOT count.
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I submitted an incorrect last date of attendance information. How do I correct this?

- Last date of attendance can be corrected through the change posted grades feature.
 - As long as grades are available to be edited, the date is available as well.
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How do I enter last date of attendance?

- **For students with an F or U grade**, enter the last date of attendance before you save the grade submission page.
 - **CAUTION:** In Banner, you can move to the next screen without saving, so make sure you save before continuing
 - **Step-by-step instructions:**
 - PDF screenshots for Banner 8
 - View video for Banner 9
 - Enter through Canvas
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Is there a message that I can add on my course syllabus to indicate I will be recording last date of attendance/participation?

- Instructors are encouraged, but not required to add this message on their syllabus:
 - Consistent class attendance is a strong predictor of academic success. If you earn an F or U grade, your last date of attendance will be reported to the US Dept. of Education. This may require you to pay back any financial aid money received for this course.