



St. John's College Policies and Procedures

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SYSTEM: HSHS	MANUAL(S): HSHS St. John's College Policies
TITLE: Last Date of Attendance Procedure	ORIGINATING DEPARTMENT: St. John's College
EFFECTIVE DATE: 09/01/2024	REVISION DATE(S):
SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.	

Purpose:

The purpose of this procedure is to define the process for reporting changes in enrollment that meets the federal regulations 34 CFR 668.22 – Treatment of Title IV Funds, for institutions that administer federal financial aid. Faculty must report Last Date of Attendance (LDA) information for students who never attended or who stopped attending but did not withdraw from the course during the semester or term.

Policy:

Definitions

Academic Engagement: Any student activity that relates to the academic content of the course, including attending a class session, completing assignments or exams, or participating in discussion posts. Logging into a course does not constitute academic engagement.

Never Attended: Used by the college to report students enrolled in their courses that have not conducted any academic activity during the first ten days of the course.

Never Withdrew, with Current Non-Participation: Used by the college to report students who stopped participating in academic activities.

Short-term Courses: Courses that span less than the full 16-week semester.

Non-Participation Windows Leading to Last Date of Attendance Reporting

The following are the time periods that trigger the need for faculty to report "LDAs" based on the length of the course:

1. For classes of 10 weeks or less in duration: report LDA after 5 business days with no academic engagement by the student
2. For classes 11 weeks or more weeks in duration: report LDA after 10 business days with no academic engagement by the student



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Procedures for Faculty to Report Last Date of Attendance

Never Attended Start of Course

Faculty must report Never Attended to the Registrar for students who enrolled in a course and failed to engage in any academic activities within the first 10 business days of the semester or term.

Deadlines for faculty to report a Never Attended Start of Course:

- No later than 11:59 pm on the Friday of the second week of the semester or term.

Partially Attended, with Current Non-Participation

Faculty must report Partially Attended, with Current Non-Participation to the Registrar for students who have failed to perform any academic engagement within the time periods outlined in "Non-Participation Windows Leading to Last Date of Attendance Reporting."

Deadline for faculty to report Partially Attended, with Current Non-Participation

- On the 10th calendar day of student non-participation.

End of LDA Reporting Window

Students who are still participating as of the withdrawal deadline have earned their college credit for purposes of financial aid and should not be indicated as LDA.

Recording Last Date of Attendance for "F" Grades

The U.S. Department of Education requires the college to report a student's last date of attendance for any course in which they receive a grade of "F." To enable the College to meet this requirement, when posting a final grade of "F," faculty must also report the student's last date of participation in the course.

Readmissions Process

Readmissions to the class will be considered based on one of the following criteria:

1. College error
2. Student personal or medical circumstances

Students must contact the faculty member to request re-entry to the class. If the administrative withdrawal was not due to a college error, the student must be prepared to provide the reason for their lack of participation and a demonstrated commitment to complete the course. Students may also be asked to provide related documentation to confirm their reason for non-attendance.



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Faculty in consultation with the Academic Dean must determine if they approve the reinstatement based on the student's reported personal or medical circumstance or college error.

Readmissions Criteria

Faculty wishing to readmit a student should submit their request for readmission via email to the Registrar. A student who is readmitted and does not meet the participation standards outlined above should be removed from the class through the LDA process again and will not be reinstated a second time.